

## JOB OPPORTUNITY BULLETIN

**Release Date: December 9, 2016**

**Bulletin Number: 16-50**

*The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.*

This bulletin is a weekly publication of the Human Resources, California Prison Industry Authority (CALPIA).

**HOW TO APPLY:** For more information, refer to [www.jobs.ca.gov](http://www.jobs.ca.gov). Please submit an **EXAMINATION/EMPLOYMENT APPLICATION (STD. 678)** online or by mail to California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630. Received applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

All appointments are subject to State Restrictions of Appointment (SROA) procedures.

**PLEASE NOTE:** APPLICATIONS FOR ALL POSITIONS IN THIS BULLETIN MUST BE POSTMARKED OR RECEIVED BY THE FINAL FILING DATE (FFD) INDICATED. Applications may be filed in person, but must be received by close of business of the FFD. Applications received after the FFD will not be considered. A notation or reference on the application to other materials, such as "see attached resume", will not be considered. For more information, please contact [CAREERS@CALPIA.CA.GOV](mailto:CAREERS@CALPIA.CA.GOV).

Penal Code Section 6007 provides that as a condition of employment with the California Department of Corrections and Rehabilitation (CDCR), individuals are subject to pre-employment and annual testing for tuberculosis (TB).

**THIS JOB OPPORTUNITY BULLETIN CAN BE FOUND ON THE CALPIA INTRANET.**



### **POLICY OF NONDISCRIMINATION ON THE BASIS OF DISABILITY AND EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The CALPIA does not discriminate on the basis of disability in employment or in the admission and access to its program or activities. The Equal Employment Opportunity Office has been designated to coordinate and carry out this agency's compliance with the nondiscrimination requirements of Title II of the Americans with Disabilities Act (ADA). Information concerning the provision of the ADA, and the rights provided there under, are available from the ADA Coordinator at 560 East Natoma Street, Folsom, CA 95630-2200

## **ACCOUNTING ADMINISTRATOR I (SUPERVISOR)**

**JOB CONTROL #:** JC-45594

**FINAL FILING DATE:** DECEMBER 23, 2016

**POSITION #:** 063-041-4549-003

**TENURE / TIME BASE:** PERMANENT / FULL TIME

**SALARY:** \$5470 - \$6796

**WORK SHIFT (DAYS AND HOURS):** MONDAY – FRIDAY, 8:00 A.M.-5:00 P.M.

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, ACCOUNTING SERVICES, 560 EAST NATOMA STREET, FOLSOM, CA 95630

**DESCRIPTION OF DUTIES:** California Prison Industry Authority (CALPIA) is currently recruiting for an Accounting Administrator I (Supervisor). Under the general direction of the Accounting Administrator III, Accounting Services Section, this position serves as the manager of the Reports and Reconciliation Unit. The duties include, but are not limited to: direct and supervise staff through the daily and year-end financial activities of the general ledger and accounting system for the CALPIA. Organize, plan, direct and monitor the workload of staff. Establish and maintain an effective system of internal financial controls and develop and maintain policies, procedures and work standards to ensure organizational efficiencies. Review processes and establish best practices to ensure the timely and efficient posting of all transactions and reconciliations affecting the CALPIA financial statements and reports. Oversee the preparation of the monthly and year-end financial statements and other periodic reports and ensure compliance with generally accepted accounting principles (GAAP) and Governmental Accounting Standards Board (GASB). Assist with the year-end financial audit and complete the year-end closing process. Prepare and analyze financial and internal reports. Identify significant variances and trends from analytical comparisons to prior accounting periods. Communicate to upper management the results of analysis. Perform duties for complex, analytical assignments and participate on team projects. Design and create financial queries, reports, and templates.

### **REQUISITE SKILLS AND ABILITIES:**

- Ability to plan, organize and direct staff in a fast-paced work environment.
- Have a strong working knowledge of financial, government accounting, and cost accounting functions. Knowledge of manufacturing concepts.
- Good interpersonal, verbal, and written communication skills.
- Strong knowledge and experience using Microsoft Excel and automated accounting systems.
- Detail oriented, focused on accuracy, ability to meet deadlines.
- Good organizational and time management skills

**WHO MAY APPLY:** Persons currently in the classification with lateral transfer eligibility, reinstatement eligibility, list eligibility, and all other types of recruitment may be considered. SROA and Surplus applicants are encouraged to apply and must indicate SROA/Surplus eligibility on application.

**HOW TO APPLY:** For more information, refer to [www.jobs.ca.gov](http://www.jobs.ca.gov). Please submit an **EXAMINATION/EMPLOYMENT APPLICATION (STD. 678)** online or by mail to California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630. Received applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 12/9/16

## **ACCOUNTING TECHNICIAN**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960**

**JOB CONTROL #:** JC-34767

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 933-100-1741-001

**TENURE / TIME BASE:** LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

**SALARY:** \$2758 - \$3455 - POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

**WORK SHIFT (DAYS AND HOURS):** MONDAY – FRIDAY, 0730-1530

**LOCATION:** HIGH DESERT STATE PRISON, OFFICE AND ADMINISTRATION, 475-750 RICE CANYON ROAD, SUSANVILLE, CA 96130

**DESCRIPTION OF DUTIES:** Under the general direction of the Prison Industries Manager, performs accounting functions and provides clerical support to the Prison Industries Manager. Prepares Form 13 Purchase Requisitions and inputs Purchase Orders into ERPLx. Reviews and audits procurement documents for completeness and accuracy. Prepares vendor payment packages, identifies and corrects errors. Researches purchasing and payment history as required. Is responsible for inmate timekeeping to include new hires, punch errors, payroll and attendance. Audits for errors, completes and submits monthly inmate payroll to the Trust Office. Researches and reviews payroll discrepancies & prepares 1697s for assigned inmates. Reviews and audits enterprise weekly and monthly reports for completeness and accuracy. Prepares all travel advances and final travel expense claims. Assembles data and types related correspondence for CALPIA's enterprises, independently, and as assigned by the Prison Industries Manager. Completes and submits various monthly reports. Schedules appointments, files correspondence related to administrative business details. Prepares memorandums and security clearances for CALPIA visitors. Answers telephone inquiries, communicates with staff at the institution level and CALPIA's Central Office, as well as persons outside the institution. Meets visitors, ascertains nature of business and directs to appropriate area/persons. Records meeting minutes for CALPIA safety meetings. Assigns tracks and schedules inmates for forklift training and for the Respirator Protection Program. Implements the individual components of the Industry Employability Program training and motivating inmates in personal development through their participation in the program.

**REQUISITE SKILLS AND ABILITIES:** Must be experienced in Microsoft Office programs, ability to multi-task; flexibility; self-motivating, excellent attendance; organizational skills; ability to set goals and work within timeframes. Good oral and written communication skills.

**WHO MAY APPLY:** Persons currently in the classification with lateral transfer eligibility, reinstatement eligibility, list eligibility, and all other types of recruitment may be considered. SROA and Surplus applicants are encouraged to apply and must indicate SROA/Surplus eligibility on application.

**HOW TO APPLY:** For more information, refer to [www.jobs.ca.gov](http://www.jobs.ca.gov). Please submit an **EXAMINATION/EMPLOYMENT APPLICATION (STD. 678)** online or by mail to California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630. Received applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 9/16/16

## **CUSTODIAN (CORRECTIONAL FACILITY)**

**JOB CONTROL #:** VARIOUS

**FINAL FILING DATE:** VARIOUS

**POSITION #:** XXX-760-2006-XXX

**TENURE / TIME BASE:** PERMANENT / FULL TIME

**SALARY:** \$2194 - \$2745 - POSITIONS MAY RECEIVE A \$190.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL

**WORK SHIFT (DAYS AND HOURS):** WORK DAYS AND HOURS MAY VARY

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE (HFM)  
**PLEASE SEE BELOW FOR LOCATION OF POSITIONS**

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Custodian (CF) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at [http://cphcs.hodesiq.com/bl\\_joblist.asp](http://cphcs.hodesiq.com/bl_joblist.asp), click Complete Self-Assessment\*\*

Under supervision, the Custodian (CF) performs the following duties while supervising inmates providing janitorial services: sweeps, scrubs, mops, and waxes floors; vacuums rugs and carpets; cleans, dusts, and polishes cabinets, furniture, and woodwork; empties and cleans waste receptacles; cleans stairways, escalators, elevators, hallways, rest rooms, offices, and lobbies; cleans ceilings, walls, window shades, light fixtures, interior glass partitions, and venetian blinds; assists in moving and arranging furniture and equipment as required; polishes metalwork; turns out lights and locks doors and windows; refills lavatory supply dispensers; replaces light globes and tubes; operates scrubbers, buffers, and other equipment and machinery as required.

**REQUISITE SKILLS AND ABILITIES:** Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

**WHO MAY APPLY:** Persons currently in the classification with lateral transfer eligibility, reinstatement eligibility, list eligibility, and all other types of recruitment may be considered. SROA and Surplus applicants are encouraged to apply and must indicate SROA/Surplus eligibility on application.

**HOW TO APPLY:** For more information, refer to [www.jobs.ca.gov](http://www.jobs.ca.gov). Please submit an **EXAMINATION/EMPLOYMENT APPLICATION (STD. 678)** online or by mail to California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630. Received applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

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**MULE CREEK STATE PRISON, 4001 HIGHWAY 104, IONE, CA 95640**

**POSITION #: 045-760-2006-PFT - DATE POSTED: 12/8/16 (JC-45951) - FINAL FILING DATE: UNTIL FILLED**

**AVENAL STATE PRISON, 1 KINGS WAY, AVENAL, CA 93204**

**POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS**

**POSITION #: 047-760-2006-PFT - DATE POSTED: 12/5/16 (JC-45134) - FINAL FILING DATE: UNTIL FILLED**

**CUSTODIAN (CORRECTIONAL FACILITY) - PERMANENT / FULL TIME (Continued)**

**CALIFORNIA CORRECTIONAL INSTITUTION, 24900 HWY 202, TEHACHAPI, CA 93561**

**POSITION #: 052-760-2006-PFT - DATE POSTED: 12/8/16 (JC-45612) - FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA MEN'S COLONY, HIGHWAY 1, SAN LUIS OBISPO, CA 93409**

**POSITION #: 058-760-2006-PFT - DATE POSTED: 11/22/16 (JC-44136) - FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA STATE PRISON – SOLANO, 2100 PEABODY ROAD, VACAVILLE, CA 95696**

**POSITION #: 075-760-2006-PFT - DATE POSTED: 12/1/16 (JC-44809) - FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA INSTITUTION FOR WOMEN, 16756 CHINO-CORONA ROAD, CORONA, CA 92880**

**POSITION #: 087-760-2006-PFT - DATE POSTED: 11/28/16 (JC-44343) - FINAL FILING DATE: UNTIL FILLED**

**SAN QUENTIN STATE PRISON, SAN QUENTIN, CA 94964**

**POSITION #: 096-760-2006-PFT - DATE POSTED: 11/28/16 (JC-44399) - FINAL FILING DATE: UNTIL FILLED**

**CORRECTIONAL TRAINING FACILITY, HIGHWAY 101 NORTH, SOLEDAD, CA 93960**

**POSITION #: 104-760-2006-PFT - DATE POSTED: 12/5/16 (JC-45162) - FINAL FILING DATE: UNTIL FILLED**

**DEUEL VOCATIONAL INSITUION, 23500 KASSON ROAD, TRACY, CA 95378**

**POSITION #: 107-760-2006-PFT - DATE POSTED: 12/6/16 (JC-45452) - FINAL FILING DATE: UNTIL FILLED**

**CALIPATRIA STATE PRISON, 7018 BLAIR ROAD, CALIPATRIA, CA 92233**

**POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS**

**POSITION #: 177-760-2006-PFT - DATE POSTED: 11/16/16 (JC-43363) - FINAL FILING DATE: UNTIL FILLED**

**WASCO STATE PRISON, 701 SCOFIELD AVENUE, WASCO, CA 93280**

**POSITION #: 179-760-2006-PFT - DATE POSTED: 12/5/16 (JC-45125) - FINAL FILING DATE: UNTIL FILLED**

**CENTRAL CALIFORNIA WOMEN'S FACILITY, 23370 ROAD 22, CHOWCHILLA, CA 93610**

**POSITION #: 383-760-2006-PFT - DATE POSTED: 12/1/16 (JC-44883) - FINAL FILING DATE: UNTIL FILLED**

**FOLSOM STATE PRISON, 300 PRISON ROAD, REPRESA, CA 95671**

**POSITION #: 287-760-2006-PFT - DATE POSTED: 12/8/16 (JC-45706) - FINAL FILING DATE: UNTIL FILLED**

**CHUCKAWALLA VALLEY STATE PRISON, 19025 WILEY'S WELL ROAD, BLYTHE, CA 92225**

**POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS**

**POSITION #: 392-760-2006-PFT - DATE POSTED: 12/1/16 (JC-44866) - FINAL FILING DATE: UNTIL FILLED**

**PLEASANT VALLEY STATE PRISON, 24863 WEST JAYNE AVENUE, COALINGA, CA 93210**

**POSITION #: 439-760-2006-PFT - DATE POSTED: 11/28/16 (JC-44457) - FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA SUBSTANCE ABUSE TREATMENT FACILITY, 900 QUEBEC AVENUE, CORCORAN, CA 93212**

**POSITION #: 589-760-2006-PFT - DATE POSTED: 12/7/16 (JC-45541) - FINAL FILING DATE: UNTIL FILLED**

**HIGH DESERT STATE PRISON, 475-750 RICE CANYON ROAD, SUSANVILLE, CA 96130**

**POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS**

**POSITION #: 933-760-2006-001 - DATE POSTED: 9/15/16 (JC-35175) - FINAL FILING DATE: UNTIL FILLED**

**HIGH DESERT STATE PRISON, 475-750 RICE CANYON ROAD, SUSANVILLE, CA 96130**

**POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS**

**POSITION #: 933-760-2006-PFT - DATE POSTED: 11/22/16 (JC-43963) - FINAL FILING DATE: UNTIL FILLED**

**CUSTODIAN (CORRECTIONAL FACILITY) - PERMANENT / FULL TIME (Continued)**

**CALIFORNIA REHABILITATION CENTER, 5<sup>TH</sup> AND WESTERN, NORCO, CA 92860**

**POSITION #: 964-760-2006-PFT - DATE POSTED: 12/5/16 (JC-45107) - FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA CORRECTIONAL CENTER, 711-045 CENTER ROAD, SUSANVILLE, CA 96127**

**POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS**

**POSITION #: 965-760-2006-PFT - DATE POSTED: 11/29/16 (JC-44545) - FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA MEDICAL FACILITY, 1600 CALIFORNIA DRIVE, VACAVILLE, CA 95687**

**POSITION #: 966-760-2006-PFT - DATE POSTED: 11/21/16 (JC-43854) - FINAL FILING DATE: UNTIL FILLED**

**IRONWOOD STATE PRISON, 19005 WILEY'S WELL ROAD, BLYTHE, CA 92226**

**POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS**

**POSITION #: 969-760-2006-PFT - DATE POSTED: 12/2/16 (JC-45025) - FINAL FILING DATE: UNTIL FILLED**

## **CUSTODIAN (CORRECTIONAL FACILITY)**

**JOB CONTROL #:** VARIOUS

**FINAL FILING DATE:** VARIOUS

**POSITION #:** XXX-760-2006-XXX

**TENURE / TIME BASE:** PERMANENT / INTERMITTENT (1500 HOURS)

**SALARY:** \$2194 - \$2745 - POSITIONS MAY RECEIVE A \$190.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL

**WORK SHIFT (DAYS AND HOURS):** WORK DAYS AND HOURS MAY VARY

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE (HFM)  
**PLEASE SEE BELOW FOR LOCATION OF POSITIONS**

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Custodian (CF) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at [http://cphcs.hodesiq.com/bl\\_joblist.asp](http://cphcs.hodesiq.com/bl_joblist.asp), click Complete Self-Assessment\*\*

Under supervision, the Custodian (CF) performs the following duties while supervising inmates providing janitorial services: sweeps, scrubs, mops, and waxes floors; vacuums rugs and carpets; cleans, dusts, and polishes cabinets, furniture, and woodwork; empties and cleans waste receptacles; cleans stairways, escalators, elevators, hallways, rest rooms, offices, and lobbies; cleans ceilings, walls, window shades, light fixtures, interior glass partitions, and venetian blinds; assists in moving and arranging furniture and equipment as required; polishes metalwork; turns out lights and locks doors and windows; refills lavatory supply dispensers; replaces light globes and tubes; operates scrubbers, buffers, and other equipment and machinery as required.

**REQUISITE SKILLS AND ABILITIES:** Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

**WHO MAY APPLY:** Persons currently in the classification with lateral transfer eligibility, reinstatement eligibility, list eligibility, and all other types of recruitment may be considered. SROA and Surplus applicants are encouraged to apply and must indicate SROA/Surplus eligibility on application.

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**MULE CREEK STATE PRISON, 4001 HIGHWAY 104, IONE, CA 95640**

**POSITION #: 045-760-2006-PIN - DATE POSTED: 12/8/16 (JC-45654) - FINAL FILING DATE: UNTIL FILLED**

**AVENAL STATE PRISON, 1 KINGS WAY, AVENAL, CA 93204**

**POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS**

**POSITION #: 047-760-2006-PIN - DATE POSTED: 12/5/16 (JC-45142) - FINAL FILING DATE: UNTIL FILLED**



**CUSTODIAN (CORRECTIONAL FACILITY) – PERMANENT / INTERMITTENT (Continued)**

**CALIFORNIA CORRECTIONAL INSTITUTION, 24900 HWY 202, TEHACHAPI, CA 93561**

**POSITION #: 052-760-2006-PIN - DATE POSTED: 12/8/16 (JC-45624) - FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA MEN'S COLONY, HIGHWAY 1, SAN LUIS OBISPO, CA 93409**

**POSITION #: 058-760-2006-920 - DATE POSTED: 8/12/16 (JC-30982) - FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA MEN'S COLONY, HIGHWAY 1, SAN LUIS OBISPO, CA 93409**

**POSITION #: 058-760-2006-PIN - DATE POSTED: 11/22/16 (JC-44147) - FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA STATE PRISON - SOLANO, 2100 PEABODY ROAD, VACAVILLE, CA 95696**

**POSITION #: 075-760-2006-920 - DATE POSTED: 10/26/16 (JC-22235) - FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA STATE PRISON - SOLANO, 2100 PEABODY ROAD, VACAVILLE, CA 95696**

**POSITION #: 075-760-2006-PIN - DATE POSTED: 12/1/16 (JC-44813) - FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA INSTITUTION FOR WOMEN, 16756 CHINO CORONA ROAD, CORONA, CA 92880**

**POSITION #: 087-760-2006-PIN - DATE POSTED: 11/28/16 (JC-44354) - FINAL FILING DATE: UNTIL FILLED**

**SAN QUENTIN STATE PRISON, SAN QUENTIN, CA 94964**

**POSITION #: 096-760-2006-920 - DATE POSTED: 10/24/16 (JC-20732) - FINAL FILING DATE: UNTIL FILLED**

**SAN QUENTIN STATE PRISON, SAN QUENTIN, CA 94964**

**POSITION #: 096-760-2006-PIN - DATE POSTED: 11/28/16 (JC-44423) - FINAL FILING DATE: UNTIL FILLED**

**CORRECTIONAL TRAINING FACILITY, HIGHWAY 101 NORTH, SOLEDAD, CA 93960**

**POSITION #: 104-760-2006-PIN - DATE POSTED: 12/5/16 (JC-45163) - FINAL FILING DATE: UNTIL FILLED**

**DEUEL VOCATIONAL INSITUTION, 23500 KASSON ROAD, TRACY, CA 95378**

**POSITION #: 107-760-2006-PIN - DATE POSTED: 12/7/16 (JC-45504) - FINAL FILING DATE: UNTIL FILLED**

**CALIPATRIA STATE PRISON, 7018 BLAIR ROAD, CALIPATRIA, CA 92233**

**POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS**

**POSITION #: 177-760-2006-PIN - DATE POSTED: 11/17/16 (JC-43479) - FINAL FILING DATE: UNTIL FILLED**

**WASCO STATE PRISON, 701 SCOFIELD AVENUE, WASCO, CA 93280**

**POSITION #: 179-760-2006-PIN - DATE POSTED: 12/5/16 (JC-45132) - FINAL FILING DATE: UNTIL FILLED**

**FOLSOM STATE PRISON, 300 PRISON ROAD, REPRESA, CA 95671**

**POSITION #: 287-760-2006-PIN - DATE POSTED: 12/8/16 (JC-45712) - FINAL FILING DATE: UNTIL FILLED**

**CENTRAL CALIFORNIA WOMEN'S FACILITY, 23370 ROAD 22, CHOWCHILLA, CA 93610**

**POSITION #: 383-760-2006-PIN - DATE POSTED: 12/1/16 (JC-44906) - FINAL FILING DATE: UNTIL FILLED**

**RICHARD J. DONOVAN CORRECTIONAL FACILITY, 480 ALTA ROAD, SAN DIEGO, CA 92179**

**POSITION #: 391-760-2006-920 - DATE POSTED: 11/8/16 (JC-42049) - FINAL FILING DATE: UNTIL FILLED**

**CHUCKAWALLA VALLEY STATE PRISON, 19025 WILEY'S WELL ROAD, BLYTHE, CA 92225**

**POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS**

**POSITION #: 392-760-2006-PIN - DATE POSTED: 12/1/16 (JC-44881) - FINAL FILING DATE: UNTIL FILLED**



**CUSTODIAN (CORRECTIONAL FACILITY) – PERMANENT / INTERMITTENT (Continued)**

**PLEASANT VALLEY STATE PRISON, 24863 WEST JAYNE AVENUE, COALINGA, CA 93210**

**POSITION #: 439-760-2006-PIN - DATE POSTED: 11/28/16 (JC-44461) - FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA SUBSTANCE ABUSE TREATMENT FACILITY, 900 QUEBEC AVENUE, CORCORAN, CA 93212**

**POSITION #: 589-760-2006-PIN - DATE POSTED: 12/7/16 (JC-45544) - FINAL FILING DATE: UNTIL FILLED**

**HIGH DESERT STATE PRISON, 475-750 RICE CANYON ROAD, SUSANVILLE, CA 96130**

**POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS**

**POSITION #: 933-760-2006-PIN - DATE POSTED: 11/22/16 (JC-44048) - FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA REHABILITATION CENTER, 5<sup>TH</sup> AND WESTERN, NORCO, CA 92860**

**POSITION #: 964-760-2006-PIN - DATE POSTED: 12/5/16 (JC-45106) - FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA CORRECTIONAL CENTER, 711-045 CENTER ROAD, SUSANVILLE, CA 96127**

**POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS**

**POSITION #: 965-760-2006-920 - DATE POSTED: 10/25/16 (JC-40552) - FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA CORRECTIONAL CENTER, 711-045 CENTER ROAD, SUSANVILLE, CA 96127**

**POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS**

**POSITION #: 965-760-2006-PIN - DATE POSTED: 11/30/16 (JC-44632) - FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA MEDICAL FACILITY, 1600 CALIFORNIA DRIVE, VACAVILLE, CA 95687**

**POSITION #: 966-760-2006-PIN - DATE POSTED: 11/21/16 (JC-43887) - FINAL FILING DATE: UNTIL FILLED**

**IRONWOOD STATE PRISON, 19005 WILEY'S WELL ROAD, BLYTHE, CA 92226**

**POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS**

**POSITION #: 969-760-2006-920 - DATE POSTED: 7/29/16 (JC-28666) - FINAL FILING DATE: UNTIL FILLED**

**IRONWOOD STATE PRISON, 19005 WILEY'S WELL ROAD, BLYTHE, CA 92226**

**POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS**

**POSITION #: 969-760-2006-PIN - DATE POSTED: 12/2/16 (JC-45032) - FINAL FILING DATE: UNTIL FILLED**

## **CUSTODIAN (CORRECTIONAL FACILITY)**

**JOB CONTROL #:** VARIOUS

**FINAL FILING DATE:** VARIOUS

**POSITION #:** XXX-760-2006-XXX

**TENURE / TIME BASE:** LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

**SALARY:** \$2194 - \$2745 - POSITIONS MAY RECEIVE A \$190.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL

**WORK SHIFT (DAYS AND HOURS):** WORK DAYS AND HOURS MAY VARY

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE (HFM)  
**PLEASE SEE BELOW FOR LOCATION OF POSITIONS**

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Custodian (CF) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at [http://cphcs.hodesiq.com/bl\\_joblist.asp](http://cphcs.hodesiq.com/bl_joblist.asp), click Complete Self-Assessment\*\*

Under supervision, the Custodian (CF) performs the following duties while supervising inmates providing janitorial services: sweeps, scrubs, mops, and waxes floors; vacuums rugs and carpets; cleans, dusts, and polishes cabinets, furniture, and woodwork; empties and cleans waste receptacles; cleans stairways, escalators, elevators, hallways, rest rooms, offices, and lobbies; cleans ceilings, walls, window shades, light fixtures, interior glass partitions, and venetian blinds; assists in moving and arranging furniture and equipment as required; polishes metalwork; turns out lights and locks doors and windows; refills lavatory supply dispensers; replaces light globes and tubes; operates scrubbers, buffers, and other equipment and machinery as required.

**REQUISITE SKILLS AND ABILITIES:** Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

**WHO MAY APPLY:** Persons currently in the classification with lateral transfer eligibility, reinstatement eligibility, list eligibility, and all other types of recruitment may be considered. SROA and Surplus applicants are encouraged to apply and must indicate SROA/Surplus eligibility on application.

**HOW TO APPLY:** For more information, refer to [www.jobs.ca.gov](http://www.jobs.ca.gov). Please submit an **EXAMINATION/EMPLOYMENT APPLICATION (STD. 678)** online or by mail to California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630. Received applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

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**MULE CREEK STATE PRISON, 4001 HIGHWAY 104, IONE, CA 95640**

**POSITION #: 045-760-2006-LFT - DATE POSTED: 12/9/16 (JC-46003) - FINAL FILING DATE: UNTIL FILLED**

**AVENAL STATE PRISON, 1 KINGS WAY, AVENAL, CA 93204**

**POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS**

**POSITION #: 047-760-2006-100 - DATE POSTED: 10/25/16 (JC-23751) - FINAL FILING DATE: UNTIL FILLED**

**CUSTODIAN (CORRECTIONAL FACILITY) – LIMITED TERM / FULL TIME (Continued)**

**AVENAL STATE PRISON, 1 KINGS WAY, AVENAL, CA 93204**

**POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS**

**POSITION #: 047-760-2006-LFT - DATE POSTED: 12/5/16 (JC-45147) - FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA CORRECTIONAL INSTITUTION, 24900 HWY 202, TEHACHAPI, CA 93561**

**POSITION #: 052-760-2006-LFT - DATE POSTED: 12/8/16 (JC-45629) - FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA MEN'S COLONY, HIGHWAY 1, SAN LUIS OBISPO, CA 93409**

**POSITION #: 058-760-2006-100 - DATE POSTED: 10/31/16 (JC-41039) - FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA MEN'S COLONY, HIGHWAY 1, SAN LUIS OBISPO, CA 93409**

**POSITION #: 058-760-2006-101 - DATE POSTED: 10/31/16 (JC-41039) - FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA MEN'S COLONY, HIGHWAY 1, SAN LUIS OBISPO, CA 93409**

**POSITION #: 058-760-2006-LFT - DATE POSTED: 11/22/16 (JC-44156) - FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA STATE PRISON – SOLANO, 2100 PEABODY ROAD, VACAVILLE, CA 95696**

**POSITION #: 075-760-2006-LFT - DATE POSTED: 12/1/16 (JC-44823) - FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA INSTITUTION FOR WOMEN, 16756 CHINO CORONA ROAD, CORONA, CA 92880**

**POSITION #: 087-760-2006-LFT - DATE POSTED: 11/28/16 (JC-44359) - FINAL FILING DATE: UNTIL FILLED**

**SAN QUENTIN STATE PRISON, SAN QUENTIN, CA 94964**

**POSITION #: 096-760-2006-006 - DATE POSTED: 10/31/16 (JC-41216) - FINAL FILING DATE: UNTIL FILLED**

**SAN QUENTIN STATE PRISON, SAN QUENTIN, CA 94964**

**POSITION #: 096-760-2006-101 - DATE POSTED: 6/3/16 (JC-45388) - FINAL FILING DATE: UNTIL FILLED**

**SAN QUENTIN STATE PRISON, SAN QUENTIN, CA 94964**

**POSITION #: 096-760-2006-LFT - DATE POSTED: 11/28/16 (JC-44441) - FINAL FILING DATE: UNTIL FILLED**

**CORRECTIONAL TRAINING FACILITY, HIGHWAY 101 NORTH, SOLEDAD, CA 93960**

**POSITION #: 104-760-2006-LFT - DATE POSTED: 12/6/16 (JC-45165) - FINAL FILING DATE: UNTIL FILLED**

**DEUEL VOCATIONAL INSITUION, 23500 KASSON ROAD, TRACY, CA 95378**

**POSITION #: 107-760-2006-LFT - DATE POSTED: 12/6/16 (JC-45484) - FINAL FILING DATE: UNTIL FILLED**

**CALIPATRIA STATE PRISON, 7018 BLAIR ROAD, CALIPATRIA, CA 92233**

**POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS**

**POSITION #: 177-760-2006-002 - DATE POSTED: 7/29/16 (JC-28587) - FINAL FILING DATE: UNTIL FILLED**

**CALIPATRIA STATE PRISON, 7018 BLAIR ROAD, CALIPATRIA, CA 92233**

**POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS**

**POSITION #: 177-760-2006-LFT - DATE POSTED: 11/17/16 (JC-43488) - FINAL FILING DATE: UNTIL FILLED**

**WASCO STATE PRISON, 701 SCOFIELD AVENUE, WASCO, CA 93280**

**POSITION #: 179-760-2006-001 – DATE POSTED: 10/5/16 (JC-35061) – FINAL FILING DATE: UNTIL FILLED**

**WASCO STATE PRISON, 701 SCOFIELD AVENUE, WASCO, CA 93280**

**POSITION #: 179-760-2006-100 – DATE POSTED: 10/5/16 (JC-35134) – FINAL FILING DATE: UNTIL FILLED**

**WASCO STATE PRISON, 701 SCOFIELD AVENUE, WASCO, CA 93280**

**POSITION #: 179-760-2006-LFT - DATE POSTED: 12/5/16 (JC-45138) - FINAL FILING DATE: UNTIL FILLED**

**CUSTODIAN (CORRECTIONAL FACILITY) – LIMITED TERM / FULL TIME (Continued)**

**WASCO STATE PRISON**, 701 SCOFIELD AVENUE, WASCO, CA 93280

**POSITION #:** 179-760-2006-LFT - DATE POSTED: 12/5/16 (JC-45138) - **FINAL FILING DATE: UNTIL FILLED**

**FOLSOM STATE PRISON**, 300 PRISON ROAD, REPRESA, CA 95671

**POSITION #:** 287-760-2060-LFT - DATE POSTED: 12/8/16 (JC-45719) - **FINAL FILING DATE: UNTIL FILLED**

**CENTRAL CALIFORNIA WOMEN'S FACILITY**, 23370 ROAD 22, CHOWCHILLA, CA 93610

**POSITION #:** 383-760-2006-LFT - DATE POSTED: 12/1/16 (JC-44945) - **FINAL FILING DATE: UNTIL FILLED**

**RICHARD J. DONOVAN CORRECTIONAL FACILITY**, 480 ALTA ROAD, SAN DIEGO, CA 92179

**POSITION #:** 391-760-2006-101 - DATE POSTED: 10/24/16 (JC-40405) - **FINAL FILING DATE: UNTIL FILLED**

**CHUCKAWALLA VALLEY STATE PRISON**, 19025 WILEY'S WELL ROAD, BLYTHE, CA 92225

POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

**POSITION #:** 392-760-2006-LFT - DATE POSTED: 12/1/16 (JC-44937) - **FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA STATE PRISON**, 2302 BROWN ROAD, IMPERIAL, CA 92251

POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

**POSITION #:** 405-760-2006-101 - DATE POSTED: 10/24/16 (JC-40144) - **FINAL FILING DATE: UNTIL FILLED**

**PLEASANT VALLEY STATE PRISON**, 24863 WEST JAYNE AVENUE, COALINGA, CA 93210

**POSITION #:** 439-760-2006-LFT - DATE POSTED: 11/28/16 (JC-44464) - **FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA SUBSTANCE ABUSE TREATMENT FACILITY**, 900 QUEBEC AVENUE, CORCORAN, CA 93212

**POSITION #:** 589-760-2006-LFT - DATE POSTED: 12/7/16 (JC-45571) - **FINAL FILING DATE: UNTIL FILLED**

**KERN VALLEY STATE PRISON**, 3000 WEST CECIL AVENUE, DELANO, CA 93216

**POSITION #:** 918-760-2006-004 - DATE POSTED: 11/3/16 (JC-31878) - **FINAL FILING DATE: UNTIL FILLED**

**HIGH DESERT STATE PRISON**, 475-750 RICE CANYON ROAD, SUSANVILLE, CA 96130

POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

**POSITION #:** 933-760-2006-LFT - DATE POSTED: 11/22/16 (JC-44078) - **FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA REHABILITATION CENTER**, 5<sup>TH</sup> AND WESTERN, NORCO, CA 92860

**POSITION #:** 964-760-2006-100 - DATE POSTED: 9/16/16 (JC-3112) - **FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA REHABILITATION CENTER**, 5<sup>TH</sup> AND WESTERN, NORCO, CA 92860

**POSITION #:** 964-760-2006-LFT - DATE POSTED: 9/16/16 (JC-45104) - **FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA CORRECTIONAL CENTER**, 711-045 CENTER ROAD, SUSANVILLE, CA 96127

POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

**POSITION #:** 965-760-2006-LFT - DATE POSTED: 11/30/16 (JC-44657) - **FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA MEDICAL FACILITY**, 1600 CALIFORNIA DRIVE, VACAVILLE, CA 95687

**POSITION #:** 966-760-2006-LFT - DATE POSTED: 11/21/16 (JC-43895) - **FINAL FILING DATE: UNTIL FILLED**

**SALINAS VALLEY STATE PRISON**, 31625 HIGHWAY 101, SOLEDAD, CA 93960

**POSITION #:** 968-760-2006-003 - DATE POSTED: 8/4/16 (JC-29683) - **FINAL FILING DATE: UNTIL FILLED**

**SALINAS VALLEY STATE PRISON**, 31625 HIGHWAY 101, SOLEDAD, CA 93960

**POSITION #:** 968-760-2006-005 - DATE POSTED: 8/4/16 (JC-29683) - **FINAL FILING DATE: UNTIL FILLED**

**IRONWOOD STATE PRISON**, 19005 WILEY'S WELL ROAD, BLYTHE, CA 92226

POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

**POSITION #:** 969-760-2006-LFT - DATE POSTED: 12/2/16 (JC-45037) - **FINAL FILING DATE: UNTIL FILLED**

## **CUSTODIAN (CORRECTIONAL FACILITY)**

**JOB CONTROL #:** VARIOUS

**FINAL FILING DATE:** VARIOUS

**POSITION #:** XXX-760-2006-XXX

**TENURE / TIME BASE:** LIMITED TERM (12 MONTHS) / INTERMITTENT (1500 HOURS)

**SALARY:** \$2194 - \$2745 - POSITIONS MAY RECEIVE A \$190.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL

**WORK SHIFT (DAYS AND HOURS):** WORK DAYS AND HOURS MAY VARY

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE (HFM)  
**PLEASE SEE BELOW FOR LOCATION OF POSITIONS**

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Custodian (CF) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at [http://cphcs.hodesiq.com/bl\\_joblist.asp](http://cphcs.hodesiq.com/bl_joblist.asp), click Complete Self-Assessment\*\*

Under supervision, the Custodian (CF) performs the following duties while supervising inmates providing janitorial services: sweeps, scrubs, mops, and waxes floors; vacuums rugs and carpets; cleans, dusts, and polishes cabinets, furniture, and woodwork; empties and cleans waste receptacles; cleans stairways, escalators, elevators, hallways, rest rooms, offices, and lobbies; cleans ceilings, walls, window shades, light fixtures, interior glass partitions, and venetian blinds; assists in moving and arranging furniture and equipment as required; polishes metalwork; turns out lights and locks doors and windows; refills lavatory supply dispensers; replaces light globes and tubes; operates scrubbers, buffers, and other equipment and machinery as required.

**REQUISITE SKILLS AND ABILITIES:** Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

**WHO MAY APPLY:** Persons currently in the classification with lateral transfer eligibility, reinstatement eligibility, list eligibility, and all other types of recruitment may be considered. SROA and Surplus applicants are encouraged to apply and must indicate SROA/Surplus eligibility on application.

**HOW TO APPLY:** For more information, refer to [www.jobs.ca.gov](http://www.jobs.ca.gov). Please submit an **EXAMINATION/EMPLOYMENT APPLICATION (STD. 678)** online or by mail to California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630. Received applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

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**MULE CREEK STATE PRISON, 4001 HIGHWAY 104, IONE, CA 95640**

**POSITION #: 045-760-2006-LIN - DATE POSTED: 12/9/16 (JC-45989) - FINAL FILING DATE: UNTIL FILLED**

**AVENAL STATE PRISON, 1 KINGS WAY, AVENAL, CA 93204**

**POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS**

**POSITION #: 047-760-2006-930 - DATE POSTED: 9/21/16 (JC-35610) - FINAL FILING DATE: UNTIL FILLED**

**CUSTODIAN (CORRECTIONAL FACILITY) – LIMITED TERM / INTERMITTENT (Continued)**

**AVENAL STATE PRISON, 1 KINGS WAY, AVENAL, CA 93204**

**POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS**

**POSITION #: 047-760-2006-LIN - DATE POSTED: 12/5/16 (JC-45153) - FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA CORRECTIONAL INSTITUTION, 24900 HWY 202, TEHACHAPI, CA 93561**

**POSITION #: 052-760-2006-LIN - DATE POSTED: 12/8/16 (JC-45621) - FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA MEN'S COLONY, HIGHWAY 1, SAN LUIS OBISPO, CA 93409**

**POSITION #: 058-760-2006-930 - DATE POSTED: 8/12/16 (JC-31019) - FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA MEN'S COLONY, HIGHWAY 1, SAN LUIS OBISPO, CA 93409**

**POSITION #: 058-760-2006-LIN - DATE POSTED: 11/22/16 (JC-44171) - FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA STATE PRISON, SOLANO, 2100 PEABODY ROAD, VACAVILLE, CA 95696**

**POSITION #: 075-760-2006-930 - DATE POSTED: 10/26/16 (JC-40838) - FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA STATE PRISON, SOLANO, 2100 PEABODY ROAD, VACAVILLE, CA 95696**

**POSITION #: 075-760-2006-LIN - DATE POSTED: 12/1/16 (JC-44836) - FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA INSTITUTION FOR WOMEN, 16756 CHINO CORONA ROAD, CORONA, CA 92880**

**POSITION #: 087-760-2006-LIN - DATE POSTED: 11/28/16 (JC-44369) - FINAL FILING DATE: UNTIL FILLED**

**SAN QUENTIN STATE PRISON, SAN QUENTIN, CA 94964**

**POSITION #: 096-760-2006-930 - DATE POSTED: 10/24/16 (JC-20727) - FINAL FILING DATE: UNTIL FILLED**

**SAN QUENTIN STATE PRISON, SAN QUENTIN, CA 94964**

**POSITION #: 096-760-2006-LIN - DATE POSTED: 11/28/16 (JC-44449) - FINAL FILING DATE: UNTIL FILLED**

**CORRECTIONAL TRAINING FACILITY, HIGHWAY 101 NORTH, SOLEDAD, CA 93960**

**POSITION #: 104-760-2006-LIN - DATE POSTED: 12/7/16 (JC-45554) - FINAL FILING DATE: UNTIL FILLED**

**DEUEL VOCATIONAL INSITUTION, 23500 KASSON ROAD, TRACY, CA 95378**

**POSITION #: 107-760-2006-LIN - DATE POSTED: 12/6/16 (JC-45470) - FINAL FILING DATE: UNTIL FILLED**

**CALIPATRIA STATE PRISON, 7018 BLAIR ROAD, CALIPATRIA, CA 92233**

**POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS**

**POSITION #: 177-760-2006-920 - DATE POSTED: 10/24/16 (JC-40121) - FINAL FILING DATE: UNTIL FILLED**

**CALIPATRIA STATE PRISON, 7018 BLAIR ROAD, CALIPATRIA, CA 92233**

**POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS**

**POSITION #: 177-760-2006-LIN - DATE POSTED: 11/17/16 (JC-43497) - FINAL FILING DATE: UNTIL FILLED**

**WASCO STATE PRISON, 701 SCOFIELD AVENUE, WASCO, CA 93280**

**POSITION #: 179-760-2006-LIN - DATE POSTED: 12/5/16 (JC-45141) - FINAL FILING DATE: UNTIL FILLED**

**FOLSOM STATE PRISON, 300 PRISON ROAD, REPRESA, CA 95671**

**POSITION #: 287-760-2006-LIN - DATE POSTED: 12/8/16 (JC-45729) - FINAL FILING DATE: UNTIL FILLED**

**CENTRAL CALIFORNIA WOMEN'S FACILITY, 23370 ROAD 22, CHOWCHILLA, CA 93610**

**POSITION #: 383-760-2006-LIN - DATE POSTED: 12/1/16 (JC-44967) - FINAL FILING DATE: UNTIL FILLED**

**CUSTODIAN (CORRECTIONAL FACILITY) – LIMITED TERM / INTERMITTENT (Continued)**

**RICHARD J. DONOVAN CORRECTIONAL FACILITY**, 480 ALTA ROAD, SAN DIEGO, CA 92179

**POSITION #:** 391-760-2006-930 - DATE POSTED: 11/8/16 (JC-42037) - **FINAL FILING DATE: UNTIL FILLED**

**CHUCKAWALLA VALLEY STATE PRISON**, 19025 WILEY'S WELL ROAD, BLYTHE, CA 92225

POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

**POSITION #:** 392-760-2006-930 - DATE POSTED: 8/25/16 (JC-32607) - **FINAL FILING DATE: UNTIL FILLED**

**CHUCKAWALLA VALLEY STATE PRISON**, 19025 WILEY'S WELL ROAD, BLYTHE, CA 92225

POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

**POSITION #:** 392-760-2006-930 - DATE POSTED: 10/24/16 (JC-40155) - **FINAL FILING DATE: UNTIL FILLED**

**CHUCKAWALLA VALLEY STATE PRISON**, 19025 WILEY'S WELL ROAD, BLYTHE, CA 92225

POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

**POSITION #:** 392-760-2006-LIN - DATE POSTED: 12/1/16 (JC-44942) - **FINAL FILING DATE: UNTIL FILLED**

**CENTINELA STATE PRISON**, 2302 BROWN ROAD, IMPERIAL, CA 92251

POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

**POSITION #:** 405-760-2006-930 - DATE POSTED: 9/12/16 (JC-27912) - **FINAL FILING DATE: UNTIL FILLED**

**PLEASANT VALLEY STATE PRISON**, 24863 WEST JAYNE AVENUE, COALINGA, CA 93210

**POSITION #:** 439-760-2006-LIN - DATE POSTED: 11/29/16 (JC-44615) - **FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA SUBSTANCE ABUSE TREATMENT FACILITY**, 900 QUEBEC AVENUE, CORCORAN, CA 93212

**POSITION #:** 589-760-2006-LIN - DATE POSTED: 12/7/16 (JC-45561) - **FINAL FILING DATE: UNTIL FILLED**

**KERN VALLEY STATE PRISON**, 3000 WEST CECIL AVENUE, DELANO, CA 93216

**POSITION #:** 918-760-2006-920 - DATE POSTED: 11/3/16 (JC-31929) - **FINAL FILING DATE: UNTIL FILLED**

**KERN VALLEY STATE PRISON**, 3000 WEST CECIL AVENUE, DELANO, CA 93216

**POSITION #:** 918-760-2006-930 - DATE POSTED: 11/3/16 (JC-31929) - **FINAL FILING DATE: UNTIL FILLED**

**VALLEY STATE PRISON**, 21633 AVENUE 24, CHOWCHILLA, CA 93610

**POSITION #:** 921-760-2006-931 - DATE POSTED: 10/24/16 (JC-40136) - **FINAL FILING DATE: UNTIL FILLED**

**HIGH DESERT STATE PRISON**, 475-750 RICE CANYON ROAD, SUSANVILLE, CA 96130

POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

**POSITION #:** 933-760-2060-LIN - DATE POSTED: 11/22/16 (JC-44098) - **FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA REHABILITATION CENTER**, 5<sup>TH</sup> AND WESTERN, NORCO, CA 92860

**POSITION #:** 964-760-2006-LIN - DATE POSTED: 12/5/16 (JC-45110) - **FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA CORRECTIONAL CENTER**, 711-045 CENTER ROAD, SUSANVILLE, CA 96127

POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

**POSITION #:** 965-760-2006-LIN - DATE POSTED: 11/30/16 (JC-44669) - **FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA MEDICAL FACILITY**, 1600 CALIFORNIA DRIVE, VACAVILLE, CA 95687

**POSITION #:** 966-760-2006-930 - DATE POSTED: 10/26/16 (JC-40817) - **FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA MEDICAL FACILITY**, 1600 CALIFORNIA DRIVE, VACAVILLE, CA 95687

**POSITION #:** 966-760-2006-LIN - DATE POSTED: 11/21/16 (JC-43910) - **FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA CITY CORRECTIONAL FACILITY**, 22844 VIRGINIA BLVD., CALIFORNIA CITY, CA 93505

**POSITION #:** 970-760-2006-920 - DATE POSTED: 9/29/16 (JC-37174) - **FINAL FILING DATE: UNTIL FILLED**



**CUSTODIAN (CORRECTIONAL FACILITY) – LIMITED TERM / INTERMITTENT (Continued)**

**CALIFORNIA CITY CORRECTIONAL FACILITY**, 22844 VIRGINIA BLVD., CALIFORNIA CITY, CA 93505

**POSITION #: 970-760-2006-930** - DATE POSTED: 10/24/16 (JC-40382) - **FINAL FILING DATE: UNTIL FILLED**

**IRONWOOD STATE PRISON**, 19005 WILEY'S WELL ROAD, BLYTHE, CA 92226

POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

**POSITION #: 969-760-2006-LIN** - DATE POSTED: 12/2/16 (JC-45061) - **FINAL FILING DATE: UNTIL FILLED**

## **CUSTODIAN SUPERVISOR II (CORRECTIONAL FACILITY)**

**JOB CONTROL #:** VARIOUS

**FINAL FILING DATE:** VARIOUS

**POSITION #:** XXX-760-2004-XXX

**TENURE / TIME BASE:** PERMANENT / FULL TIME

**SALARY:** \$2700 - \$3384 - POSITIONS MAY RECEIVE A \$210.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL

**WORK SHIFT (DAYS AND HOURS):** MONDAY – FRIDAY, 0700-1500 (WORK HOURS MAY VARY)

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE (HFM)  
**PLEASE SEE BELOW FOR LOCATION OF POSITIONS**

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Custodian Supervisor II (CF) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at [http://cphcs.hodesiq.com/bl\\_joblist.asp](http://cphcs.hodesiq.com/bl_joblist.asp), click Complete Self-Assessment\*\*\*

Under direct supervision, the Custodian Supervisor II (CF) performs janitorial duties involved with keeping an assigned office, building, or area clean and orderly; may instruct, lead, or supervise offender workers in the janitorial duties assigned; assists with the planning of daily operations, scheduling labor, provides training, conducts evaluations, and counsels offender workers; evaluates components of the key components of the Industry Employability Program; supervises the conduct of inmate workers in the janitorial program; maintains tool and key control per the department and institutional procedures; maintains accurate offender counts; controls the use and storage of hazardous materials; enforces the guidelines of the Health and Safety Program and ensures work meets guidelines to include State Health Department in Title 22, 15, 8. Bio-hazard, hazardous waste.

**REQUISITE SKILLS AND ABILITIES:** Ability to analyze situations accurately and take action. Knowledge of Title 8, 15, and 22 requirements in reference to janitorial service. Knowledge of CDCR/CALPIA Laws, rules, procedures, and regulations. In accordance with the classification, all incumbents must have the requisite skill and ability to supervise offenders in a janitorial operation. Possess the knowledge of methods, materials, tools, and equipment used in janitorial operation. Ability to develop project plans, keeps records, and work under budgetary constraints for successful job performance.

**WHO MAY APPLY:** Persons currently in the classification with lateral transfer eligibility, reinstatement eligibility, list eligibility, and all other types of recruitment may be considered. SROA and Surplus applicants are encouraged to apply and must indicate SROA/Surplus eligibility on application.

**HOW TO APPLY:** For more information, refer to [www.jobs.ca.gov](http://www.jobs.ca.gov). Please submit an **EXAMINATION/EMPLOYMENT APPLICATION (STD. 678)** online or by mail to California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630. Received applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

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**CALIFORNIA MEN'S COLONY, HIGHWAY 1, SAN LUIS OBISPO, CA 93409**

**POSITION #: 058-760-2004-001 - DATE POSTED: 11/3/16 (JC-41525) - FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA STATE PRISON, CORCORAN, 4001 KING AVENUE, CORCORAN, CA 93212**

**POSITION #: 073-760-2004-001 - DATE POSTED: 11/8/16 (JC-41707) - FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA INSTITUTION FOR WOMEN, 16756 CHINO CORONA ROAD, CHINO, CA 92880**

**POSITION #: 087-760-2004-001 – DATE POSTED: 9/16/16 (JC-35016) – FINAL FILING DATE: UNTIL FILLED**

## **CUSTODIAN SUPERVISOR II (CORRECTIONAL FACILITY)**

**JOB CONTROL #:** JC-35046

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 063-760-2004-011

**TENURE / TIME BASE:** LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

**SALARY:** \$2700 - \$3384 - POSITION MAY RECEIVE A \$210.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL

**WORK SHIFT (DAYS AND HOURS):** MONDAY – FRIDAY, 8:00 A.M.-5:00 P.M. (WORK HOURS MAY VARY)

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, **CENTRAL OFFICE**, HEALTHCARE FACILITIES MAINTENANCE, 560 EAST NATOMA STREET, FOLSOM, CA 95630

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Custodian Supervisor II (CF) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at [http://cphcs.hodesiq.com/bl\\_joblist.asp](http://cphcs.hodesiq.com/bl_joblist.asp), click Complete Self-Assessment\*\*\*

Under direct supervision of the Custodian Supervisor III (CF), the incumbent performs janitorial duties involved with keeping an assigned office, building, or area clean and orderly; may instruct, lead, or supervise offender workers in the janitorial duties assigned; assists with the planning of daily operations, scheduling labor, provides training, conducts evaluations, and counsels offender workers; evaluates components of the key components of the Inmate Employability Program; supervises the conduct of inmate workers in the janitorial program; maintains tool and key control per the Department and Institutional procedures; maintains accurate offender counts; controls the use and storage of hazardous materials; enforces the guidelines of the Health and Safety Program and ensures work meets guidelines to include State Health Department in Title 22, 15, 8. Bio-hazard, hazardous waste, and toxic materials control program.

**REQUISITE SKILLS AND ABILITIES:** Ability to analyze situations accurately and take action when appropriate. In accordance with the classification, incumbents must have the requisite skill and ability to oversee custodial operation. Possess the knowledge of methods, materials, chemicals, disinfectants, and equipment used in janitorial industry operation; and safety practices in custodial duties. Computer literate with knowledge of Microsoft Office. Communication skills, ability to take initiative, leadership skills, problem solving, time management and multi-task in a changing environment. Able to work with persons of all levels. Ability to perform duties as required such as; prepare special audit reports. Ability to do extensive travel.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

**WHO MAY APPLY:** Persons currently in the classification with lateral transfer eligibility, reinstatement eligibility, list eligibility, and all other types of recruitment may be considered. SROA and Surplus applicants are encouraged to apply and must indicate SROA/Surplus eligibility on application.

**HOW TO APPLY:** For more information, refer to [www.jobs.ca.gov](http://www.jobs.ca.gov). Please submit an **EXAMINATION/EMPLOYMENT APPLICATION (STD. 678)** online or by mail to California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630. Received applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 9/16/16

## **CUSTODIAN SUPERVISOR II (CORRECTIONAL FACILITY)**

**JOB CONTROL #:** JC-1858

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 063-760-2004-016

**TENURE / TIME BASE:** LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED, BUT NOT TO EXCEED 12/31/2017)

**SALARY:** \$2700 - \$3384 - POSITION MAY RECEIVE A \$210.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWS) DIFFERENTIAL

**WORK SHIFT (DAYS AND HOURS):** MONDAY – FRIDAY, WORK HOURS MAY VARY

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, **CENTRAL OFFICE**, HEALTHCARE FACILITIES MAINTENANCE, 560 EAST NATOMA STREET, FOLSOM, CA 95630

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Custodian Supervisor II (CF) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at [http://cphcs.hodesiq.com/bl\\_joblist.asp](http://cphcs.hodesiq.com/bl_joblist.asp), click Complete Self-Assessment\*\*\*

Extensive travel to multiple institutions within California. Assists institutions in elevating HFM program to meet policies and procedures. Working custodian supervisor who performs custodial work while teaching and demonstrating HFM standards to both institutional civil service staff and offender staff. Plans and helps in the organizing of schedules to meet HFM standards based on external audit dates. Assists in training needs for field operations that may include working various shifts to cover vacancies. Assists in identifying Corrective Action Plans to meet HFM sanitation standards and complete assignments on the plans. Maintains records and prepares reports for field operations as well as Central Office. Stays up-to-date on current quality and production standards of sweeping, mopping, scrubbing, spotting, and waxing floors; emptying and cleaning waste receptacles; spotting walls; cleaning floors, cells, stairways, hallways, restrooms and offices. Ensures the proper handling and disposal of medical waste. Planning the daily operations and scheduling labor facilities training, counseling and conducts evaluations of the offender/inmate workers. Reviews Corrective Action Reports (CARS) and Preventative Action Reports (PARS) and Corrective Action Plans and tracks all issues occurring in multiple locations.

**REQUISITE SKILLS AND ABILITIES:** Ability to analyze situations accurately and take action when appropriate. In accordance with the classification, incumbents must have the requisite skill and ability to oversee custodial operation. Possess the knowledge of methods, materials, chemicals, disinfectants, and equipment used in janitorial industry operation; and safety practices in custodial duties. Computer literate with knowledge of Microsoft Office. Communication skills, ability to take initiative, leadership skills, problem solving, time management and multi-task in a changing environment. Able to work with persons of all levels. Ability to perform duties as required such as; prepare special audit reports.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

**WHO MAY APPLY:** Persons currently in the classification with lateral transfer eligibility, reinstatement eligibility, list eligibility, and all other types of recruitment may be considered. SROA and Surplus applicants are encouraged to apply and must indicate SROA/Surplus eligibility on application.

**HOW TO APPLY:** For more information, refer to [www.jobs.ca.gov](http://www.jobs.ca.gov). Please submit an **EXAMINATION/EMPLOYMENT APPLICATION (STD. 678)** online or by mail to California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630. Received applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 11/7/16

## **CUSTODIAN SUPERVISOR II (CORRECTIONAL FACILITY)**

**JOB CONTROL #:** JC-41514

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 087-760-2004-003

**TENURE / TIME BASE:** LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

**SALARY:** \$2700 - \$3384 - POSITION MAY RECEIVE A \$210.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWS) DIFFERENTIAL

**WORK SHIFT (DAYS AND HOURS):** WORK DAYS MAY VARY, WORK HOURS MAY VARY

**LOCATION:** CALIFORNIA INSTITUTION FOR WOMEN, CAREER TECHNICAL EDUCATION, 16756 CHINO CORONA ROAD, CORONA, CA 92880

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Custodian Supervisor II (CF) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at [http://cphcs.hodesiq.com/bl\\_joblist.asp](http://cphcs.hodesiq.com/bl_joblist.asp), click Complete Self-Assessment\*\*\*

Under the direction of the Institution Administrator and/or Manager, the incumbent performs the required janitorial service, trains and supervises offender workers engaged in daily janitorial functions. The incumbent will have regular, direct responsibility for work supervision, on-the-job training, and work performance evaluation of at least two inmates, for a total of at least 173 hours per pay period.

Under supervision of the direction of the Administrator and/or Manager performing the janitorial duties in keeping an assigned office, building, or area clean and orderly; will provide classroom instruction, lead, or supervise offender workers in the janitorial/facility maintenance duties assigned. Helps in the planning of daily operations, scheduling labor. Provides training, conducts evaluation, and counsels offender workers. Computer data input for the Industry Employment Program and CDCR SOMS., Initiating form 13 to reorder janitorial supplies. Creates, maintains and reviews all written custodial/facility maintenance proof of practice documentation. Performs and provides technical education to offender workers in the following duties; sweeps, scrubs, mops, and waxes floors; vacuums rugs and carpets; cleans, dusts, and polishes cabinets, furniture, and woodwork; empties and cleans waste receptacles; cleans stairways, escalators, elevators, hallways, rest rooms, offices, and lobbies; cleans ceilings, walls, window shades, light fixtures, interior glass partitions, and blinds; assists in moving and arranging furniture and equipment as required; polishes metalwork; turns out lights and locks doors and windows; refills lavatory supply dispensers; replaces light globes and tubes; operates scrubbers, buffers, and other equipment and machinery; as required. Supervises the conduct of offender workers in the facility maintenance/janitorial program. Maintains tool and key control per the Department and Institutional procedures. Maintains accurate offender counts. Controls the use and storage of hazardous materials. Enforces the guidelines of the Health and Safety Program and ensures work meets guidelines to include State Health Department in Title 22, 15, and 8. Bio-hazard, hazardous waste, and toxic materials control program.

**REQUISITE SKILLS AND ABILITIES:** Ability to analyze situations accurately and take action, Knowledge of CDCR/CALPIA Laws, rules, procedures and regulations. In accordance with the classification, incumbents must have the requisite skill and ability to oversee janitorial operation. Possess the knowledge of: methods, materials, chemicals, disinfectants, and equipment used in janitorial industry operation; and safety practices in janitorial work; State Health and Safety Titles 8, 15 and 22; ability perform duties as required such as: prepare special audit reports.

Computer literate with knowledge of Microsoft Office. Communication skills, ability to take initiative, leadership skills, problem solving, time management and multi-task in a changing environment. Able to work with persons of all levels. Willing to travel.

**WHO MAY APPLY:** Persons currently in the classification with lateral transfer eligibility, reinstatement eligibility, list eligibility, and all other types of recruitment may be considered. SROA and Surplus applicants are encouraged to apply and must indicate SROA/Surplus eligibility on application.

**HOW TO APPLY:** For more information, refer to [www.jobs.ca.gov](http://www.jobs.ca.gov). Please submit an **EXAMINATION/EMPLOYMENT APPLICATION (STD. 678)** online or by mail to California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630. Received applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 11/2/16

## **CUSTODIAN SUPERVISOR II (CORRECTIONAL FACILITY)**

**JOB CONTROL #:** JC-44451

**FINAL FILING DATE:** DECEMBER 14, 2016

**POSITION #:** 405-760-2004-001

**TENURE / TIME BASE:** LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

**SALARY:** \$2700 - \$2284- THIS POSITION MAY RECEIVE A \$210.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL; AND MAY ALSO RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS.

**WORK SHIFT (DAYS AND HOURS):** WORK DAYS MAY VARY, WORK HOURS MAY VARY

**LOCATION:** CENTINELA STATE PRISON, HEALTHCARE FACILITIES MAINTENANCE, 2302 BROWN ROAD, IMPERIAL, CA 92251

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Custodian Supervisor II (CF) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at [http://cphcs.hodesiq.com/bl\\_joblist.asp](http://cphcs.hodesiq.com/bl_joblist.asp), click Complete Self-Assessment\*\*\*

Under the direct supervision of the Prison Industries Administrator/Lead Manager, performs janitorial duties involved with keeping an assigned office, building, or area clean and orderly; may instruct, lead, or supervise offender workers in the janitorial duties assigned. Assists with the planning of daily operations, scheduling labor, provides training, conducts evaluations, and counsels offender workers; evaluates components of the key components of the Industry Employment Program; Supervises the conduct of inmate workers in the janitorial program, Maintains tool and key control per the department and institutional procedures. Maintains accurate offender counts; Controls the use and storage of hazardous materials; Enforces the guidelines of the Health and Safety Program and ensures work meets guidelines to include State Health Department in Title 22, 15, 8. Bio-hazard, hazardous waste.

**REQUISITE SKILLS AND ABILITIES:** Ability to analyze situations accurately and take action, Knowledge of Title 8, 15, and 22 requirements in reference to janitorial service. Knowledge of CDCR/CALPIA Laws, rules, procedures and regulations. In accordance with the classification, all incumbents must have the requisite skill and ability to supervise offenders in a janitorial operation. Possess the knowledge of methods; materials, tools and equipment used in janitorial operation, ability to develop project plans, keep records and work under budgetary constraints for successful job performance.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

**WHO MAY APPLY:** Persons currently in the classification with lateral transfer eligibility, reinstatement eligibility, list eligibility, and all other types of recruitment may be considered. SROA and Surplus applicants are encouraged to apply and must indicate SROA/Surplus eligibility on application.

**HOW TO APPLY:** For more information, refer to [www.jobs.ca.gov](http://www.jobs.ca.gov). Please submit an **EXAMINATION/EMPLOYMENT APPLICATION (STD. 678)** online or by mail to California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630. Received applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 11/30/16



## **HEAVY TRUCK DRIVER (CORRECTIONAL FACILITY)**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960**

**JOB CONTROL #:** JC-26821

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 073-390-6379-010

**TENURE / TIME BASE:** LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

**SALARY:** \$3602 - \$4140

**WORK SHIFT (DAYS AND HOURS):** MONDAY – FRIDAY, 0400-1200 (NO LUNCH BREAK)

**LOCATION:** CALIFORNIA STATE PRISON - CORCORAN, ON-TIME DELIVERY – CENTRAL, 4001 KING AVENUE, CORCORAN, CA 93212

**DESCRIPTION OF DUTIES:** Under the direction of the Industrial Warehouse and Distribution Manager I, (OTD), this position is responsible to operate heavy truck tractor with semi-trailer or other trailer equipment in support of On-Time Delivery and various manufacturing enterprises. Operates a variety of heavy truck tractors including two axle units coupled to various sized semi-trailers, trailers, doubles, refrigerated trailers, tank trailers, and flat beds. Delivers soiled and clean laundry, metal products, boxed goods, temperature controlled product (meat, eggs, poultry, milk) raw materials, hazardous and caustic products, bulk liquid, equipment to and from various locations throughout the state. Observes all vehicle and highway laws in accordance with California Vehicle Code and demonstrates professional driver skills and courtesy. Loads and unloads truckers and trailers using loading and handling methods standard in the industry; ensures that the truck and trailers assigned to transport are in good mechanical condition and safe running order; ensure proper equipment servicing including but not limited to supplying the truck with oil, fuel, and coolants. Prepares reports, forms and keep records, including but not limited to daily sign in sheet, drivers logs, and bills of lading in accordance with CALPIA, CDC, DMV, and CHP procedures and laws. Report all deficiencies to the Industrial Warehouse & Distribution Manager I. Supervises the conduct of inmates and maintains order during loading and unloading activities; conduct searches and inmate counts as needed. Ensures that all safety requirements are enforced in conjunction with the loading, movement and operations of all heavy equipment.

**REQUISITE SKILLS AND ABILITIES:** The incumbent in this position must possess a valid California Class A driver's license with certification for the hauling of hazardous materials and for pulling double trailers. This position is also subject to the Department of Transportation (DOT) random drug/alcohol testing in accordance with Federal Law Report DMV Employee Pull Notice (EPN) Program and report all deficiencies to the Industrial Warehouse & Distribution Manager I. Responsible for using proper safety methods for lifting and moving large items such as furniture, so as not to damage the items nor do injury to self or others.

**WHO MAY APPLY:** Persons currently in the classification with lateral transfer eligibility, reinstatement eligibility, list eligibility, and all other types of recruitment may be considered. SROA and Surplus applicants are encouraged to apply and must indicate SROA/Surplus eligibility on application.

**HOW TO APPLY:** For more information, refer to [www.jobs.ca.gov](http://www.jobs.ca.gov). Please submit an **EXAMINATION/EMPLOYMENT APPLICATION (STD. 678)** online or by mail to California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630. Received applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 7/14/16



## **INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (COFFEE ROASTING AND GRINDING)**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960**

**JOB CONTROL #:** JC-38006

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 045-820-7123-002

**TENURE / TIME BASE:** PERMANENT / FULL TIME

**SALARY:** \$4042 - \$5111

**WORK SHIFT (DAYS AND HOURS):** MONDAY – FRIDAY, 0645-1445

**LOCATION:** MULE CREEK STATE PRISON, COFFEE ROASTING, 4001 HIGHWAY 104, IONE, CA 95640

**DESCRIPTION OF DUTIES:** Plans production; schedules, materials and equipment use based on shop orders and customer needs. Assigns, supervises, trains, and coordinates the work of a group of inmates and other various manufacturing equipment. Assists in the selection of inmate personnel, maintains daily production reports, tracks the use of raw materials, completes inmate performance records, maintains discipline of inmate workers within CDCR's policies and procedures, recommends pay increases. Maintains inmate's Tru-Time records, CDC 101, and CDC 1697 Time Cards. Ensures that all workers comply with the requirements of the Injury and Illness Prevention Program (IIPP). Performs periodic quality control inspections on finished product and established production standards, and maintains records. Make recommendations to increase productivity. Oversees the installation, basic maintenance, and repair of various coffee equipment; coordinates the flow of necessary supplies; and verifies inventory records. Implements the individual components of the Industry Employment Program, (IEP). Evaluates and maintains an adequate inmate workforce; evaluates inmate employee performance and development needs, checks and secures factory premises at the end of the work day. Responsible for ensuring the accuracy and integrity of Material Safety Data Sheet (MSDS) procedures, inmate counts. Will apply policies and procedures per Department Operations Manual (DOM), to include MCSP DOM Supplements and Procedures, and California Code of Regulations Title 15.

**PER POST AND BID REQUIREMENTS (CALPIA EMPLOYEES ONLY):** Eligible employees at this institution must submit a Reassignment/Transfer Request form to the contact person listed by the final filing date. Eligible employees who submitted a Re-assignment/Transfer Request form during the open enrollment period may be considered.

**REQUISITE SKILLS AND ABILITIES:** Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the work-site.

**WHO MAY APPLY:** Persons currently in the classification with lateral transfer eligibility, reinstatement eligibility, list eligibility, and all other types of recruitment may be considered. SROA and Surplus applicants are encouraged to apply and must indicate SROA/Surplus eligibility on application.

**HOW TO APPLY:** For more information, refer to [www.jobs.ca.gov](http://www.jobs.ca.gov). Please submit an **EXAMINATION/EMPLOYMENT APPLICATION (STD. 678)** online or by mail to California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630. Received applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 9/6/16

## **INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (FABRIC PRODUCTS)**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960**

**JOB CONTROL #:** JC-45478

**FINAL FILING DATE:** DECEMBER 21, 2016

**POSITION #:** 058-150-7198-009

**TENURE / TIME BASE:** LIMITED TERM (12 MONTHS) / FULL TIME- POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

**SALARY:** \$4042 - \$5111

**WORK SHIFT (DAYS AND HOURS):** MONDAY – FRIDAY, 0630-1630

**LOCATION:** CALIFORNIA MEN'S COLONY, FABRIC PRODUCTS, HIGHWAY 1, SAN LUIS OBISPO, CA 93409

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Industrial Supervisor, Prison Industries (Fabric Products) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment\*\*\*

This position, under the direction of the Prison Industries Superintendent I (Fabric Products), is responsible for planning, organizing and supervising the Fabric Products enterprise at the California Men's Colony.

Primary duties are as follows:

- Plans and schedules labor, materials and equipment in the production of fabric products.
- Supervises and coordinates the installation, operation, maintenance and repair of sewing equipment.
- Makes recommendations to increase efficiency and product quality.
- Directs preparation of reports on production and inventory.
- Is responsible for the ordering, shipping, and handling of production materials and supplies within the assigned area.
- Selects, trains, counsels and supervises inmate workers.
- Ensures that discipline, safety and security are maintained within the work area, including tool control.

**REQUISITE SKILLS AND ABILITIES:** Incumbent must have requisite skill and ability to supervise a fabric products manufacturing enterprise, including knowledge of methods, materials, machinery, processes, tools, and equipment used in industrial operations; production scheduling, quality control and standards, general safety practices and training, material handling techniques, and principles of personnel management and supervision; able to set up, repair, maintain, adjust, and operate required equipment; make labor and materials estimates; instruct and supervise inmates in production techniques and safety procedures; maintain firm impartial and consistent discipline; understand and apply rules, regulations, laws, and procedures; analyze situations accurately and take effective action, and keep records and prepare reports; read and write English at a level required for successful job performance

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

**WHO MAY APPLY:** Persons currently in the classification with lateral transfer eligibility, reinstatement eligibility, list eligibility, and all other types of recruitment may be considered. SROA and Surplus applicants are encouraged to apply and must indicate SROA/Surplus eligibility on application.

**HOW TO APPLY:** For more information, refer to [www.jobs.ca.gov](http://www.jobs.ca.gov). Please submit an **EXAMINATION/EMPLOYMENT APPLICATION (STD. 678)** online or by mail to California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630. Received applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 12/8/16

## **INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (FABRIC PRODUCTS)**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960**

**JOB CONTROL #:** JC-38694

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 063-084-7198-001

**TENURE / TIME BASE:** PERMANENT / FULL TIME

**SALARY:** \$4042 - \$5111

**WORK SHIFT (DAYS AND HOURS):** MONDAY – FRIDAY, 6:45 A.M.-2:45 P.M.

**LOCATION:** MULE CREEK STATE PRISON, FABRIC PRODUCTS, 4001 HIGHWAY 104, IONE, CA 95640

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Industrial Supervisor, Prison Industries (Fabric Products) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment\*\*\*

Provides technical training, supervision and counseling of inmate workers in the daily operations of the Fabric Engineering Unit. Instructs small inmate crew to create fabric prototypes (samples) and perform design duties, and clerical support for product specifications. Provides training to inmates for the automated Gerber System (similar to CAD system), drawing computer programs, Microsoft Word and Excel. Assists in the selection of inmate workers. Responsible for ensuring the accuracy and integrity of inmate counts and entering accurate inmate attendance into Strategic Offender Management System (SOMS). Maintains all records associated with the Inmate Employability Program (IEP) and submits annual and final evaluation reports in a timely manner. Responsible for tool control and accountability per institutional procedures. Responsible for Health and Safety of shop including safety equipment, safety meetings, preventative maintenance program for all equipment, maintain records and logs. Ensures project deadlines are met by managing workloads while multi-tasking. Assists in the design and development of new product and perform product revisions from concept to production ready packages including: sketching, pattern making, draping, digitizing, grading patterns utilizing an automated Gerber System, formulate garment construction, writing product specifications (including finished garment measurements), sewing instructions, illustrations, developing costing data using bill of materials (BOM's) and performing time studies to assist in establishing routings. Ensures work is entered into a Gerber AccuMark system (PLM) and tracks status until projects are complete, and assists Fabric Products operations in implementing standardized process to ensure ISO quality standard procedures and process requirements are met to maintain certification.

**PER POST AND BID REQUIREMENTS (CALPIA EMPLOYEES ONLY):** Eligible employees at this institution must submit a Reassignment/Transfer Request form to the contact person listed by the final filing date. Eligible employees who submitted a Reassignment/Transfer Request form during the open enrollment period may be considered.

**REQUISITE SKILLS AND ABILITIES:** Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

**WHO MAY APPLY:** Persons currently in the classification with lateral transfer eligibility, reinstatement eligibility, list eligibility, and all other types of recruitment may be considered. SROA and Surplus applicants are encouraged to apply and must indicate SROA/Surplus eligibility on application.

**HOW TO APPLY:** For more information, refer to [www.jobs.ca.gov](http://www.jobs.ca.gov). Please submit an **EXAMINATION/EMPLOYMENT APPLICATION (STD. 678)** online or by mail to California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630. Received applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 10/12/16

## **INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (FABRIC PRODUCTS)**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960**

**JOB CONTROL #:** JC-44027

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 104-150-7198-006

**TENURE / TIME BASE:** PERMANENT / FULL TIME

**SALARY:** \$4042 - \$5111

**WORK SHIFT (DAYS AND HOURS):** MONDAY – THURSDAY, 0615-1615 (4/10/40)

**LOCATION:** CORRECTIONAL TRAINING FACILITY, FABRIC, HIGHWAY 101 NORTH, SOLEDAD, CA 93960

**DESCRIPTION OF DUTIES:**\*\*\*Prior to applying for any Industrial Supervisor, Prison Industries (Fabric Products) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment\*\*\*

The Industrial Supervisor, Prison Industries (Fabric Products), under the direction of the Prison Industries Superintendent (Fabric Products), is responsible for the supervision and training of inmates who work in a production line that manufactures various state issued clothing products. Assigns work; consistently check quality and quantity to meet established standards. Provides leadership, guidance and maintains control of assigned inmates during work hours. Counsels and disciplines inmates in a professional manner, being firm, fair and consistent at all times. Prepares reports, correspondence, inmate 1697's, inmate swipe (time) cards, with exception reports on a daily basis. Reviews inmate's files, prepares and reviews inmate work and disciplinary reports for up to date and accurate information. Checks to ensure 101's are accurate and finished at the appropriate times. Ensures all disciplinary reports are recorded and sent to appropriate destinations. Participates in the institutional in-service training and safety programs. Works closely with the Prison Industries Superintendent II (Fabric Products) and Prison Industries Superintendent I (Fabric Products) to ensure adequate amount of supplies and equipment are provided to maintain a consistent daily workflow.

**PER POST AND BID REQUIREMENTS (CALPIA EMPLOYEES ONLY):** Eligible employees at this institution must submit a Reassignment/Transfer Request Form to the contact person listed by the final filing date. Eligible employees who submitted a Reassignment/Transfer Request Form during the open enrollment period may be considered.

**REQUISITE SKILLS AND ABILITIES:** Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health, and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility of inmates and/or the protection of personal and real property.

**WHO MAY APPLY:** Persons currently in the classification with lateral transfer eligibility, reinstatement eligibility, list eligibility, and all other types of recruitment may be considered. SROA and Surplus applicants are encouraged to apply and must indicate SROA/Surplus eligibility on application.

**HOW TO APPLY:** For more information, refer to [www.jobs.ca.gov](http://www.jobs.ca.gov). Please submit an **EXAMINATION/EMPLOYMENT APPLICATION (STD. 678)** online or by mail to California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630. Received applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 8/12/16

## **INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (MAINTENANCE AND REPAIR)**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960**

**JOB CONTROL #:** JC-42707

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 104-450-7215-001

**TENURE / TIME BASE:** PERMANENT / FULL TIME

**SALARY:** \$4436 - \$5615

**WORK SHIFT (DAYS AND HOURS):** MONDAY – THURSDAY, 0615-1615

**LOCATION:** CORRECTIONAL TRAINING FACILITY, MAINTENANCE AND REPAIR, HIGHWAY 101 NORTH, SOLEDAD, CA 93960

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Industrial Supervisor, Prison Industries (Maintenance and Repair) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment\*\*\*

Under the direction of the Superintendent II (Maintenance and Repair) the incumbent supervises inmate work crews in the preventive maintenance and repair of all industrial systems and equipment, ensures the successful ongoing operation of each industry; plans and schedules necessary labor and equipment, and prioritizes work assignments; makes rough shop drawings and prepares estimates of the cost of repairs and installations; maintains a central repair work area and ensures necessary tools, materials, and supplies are ordered, stored, and kept in optimum working order; maintains an inventory of replacement/repair parts and keeps operation, service, and repair manuals updated and in good working order; practices good housekeeping in all areas under his/her control; selects, trains, and counsels inmates in maintenance and repair work as well as assists the Superintendent in computer-based maintenance record keeping, timekeeping, purchasing, and payroll activities; maintains proper discipline and security within the work areas, including assisting in custodial searches, shakedowns, inmate count, daily tool control counts, and direct supervision of electrical pneumatic and bench grinder equipment when in use by inmates.

**PER POST AND BID REQUIREMENTS (CALPIA EMPLOYEES ONLY):** Eligible employees at this institution must submit a Reassignment/Transfer Request form to the contact person listed by the final filing date. Eligible employees who submitted a Re-assignment/Transfer Request form during the open enrollment period may be considered.

**REQUISITE SKILLS AND ABILITIES:** Knowledge of electronics and experience in repairing and trouble-shooting controllers is desirable; familiar with welding and hydraulics; pneumatics, plumbing and electrical; effective communication skills (Oral and Written); repair and maintenance of manufacturing equipment skills; and knowledge in record keeping.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

**WHO MAY APPLY:** Persons currently in the classification with lateral transfer eligibility, reinstatement eligibility, list eligibility, and all other types of recruitment may be considered. SROA and Surplus applicants are encouraged to apply and must indicate SROA/Surplus eligibility on application.

**HOW TO APPLY:** For more information, refer to [www.jobs.ca.gov](http://www.jobs.ca.gov). Please submit an **EXAMINATION/EMPLOYMENT APPLICATION (STD. 678)** online or by mail to California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630. Received applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 11/10/16



## **INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (MAINTENANCE AND REPAIR)**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960**

**JOB CONTROL #:** JC-45152

**FINAL FILING DATE:** DECEMBER 21, 2016

**POSITION #:** 287-450-7215-004

**TENURE / TIME BASE:** PERMANENT / FULL TIME

**SALARY:** \$4436 - \$5615

**WORK SHIFT (DAYS AND HOURS):** MONDAY – THURSDAY, 0600-1600

**LOCATION:** FOLSOM STATE PRISON, MAINTENANCE AND REPAIR, 300 PRISON ROAD, REPRESA, CA 95671

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Industrial Supervisor, Prison Industries (Maintenance and Repair) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment\*\*\*

Supervise and train inmates to perform repairs on all of the industries factory equipment. Install and service safety equipment and controls on equipment and machinery as required by CAL-OSHA. Make safety inspections to help maintain a safe work environment. Supervises the inmate safety coordinator. Maintains stock of and issues, as needed, personal protective gear. Trains and enforces safety rules to inmates throughout industries Arrange for outside service vendors or contractors to perform repairs beyond our capability. Supervises a tool crib and a maintenance shop.

Supervise the inmate workers in the performance of a preventative maintenance program for the industries factory equipment. Maintains and/or repairs various equipment which includes, but is not limited to: mechanical and hydraulic presses; conveyors; electrical and electronic systems; paint and powder application booths and systems; ovens and heaters; refrigeration equipment; commercial laundry equipment; plumbing; sandblasting equipment; elevators; air compressors; pumps; printing machines; welding equipment; wood working equipment; machine shop equipment; and cardboard forming and laminating equipment.

**PER POST AND BID REQUIREMENTS (CALPIA EMPLOYEES ONLY):** Eligible employees at this institution must submit a Reassignment/Transfer Request form to the contact person listed by the final filing date. Eligible employees who submitted a Reassignment/Transfer Request form during the open enrollment period may be considered.

**REQUISITE SKILLS AND ABILITIES:** Ability to analyze situations accurately and take action; knowledge of California Department of Corrections and Rehabilitation/Prison Industry Authority laws, rules, procedures, and regulations. In accordance with the class specification, all incumbents must have the requisite skill and ability to supervise a maintenance operation and possess the knowledge of methods, materials, machinery, processes, tools and equipment used in industrial operations, production scheduling and control, quality standards and control, safety practices; analyze situations accurately and take effective action; and keep records and prepare reports for successful job performance. Must be a team player.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

**WHO MAY APPLY:** Persons currently in the classification with lateral transfer eligibility, reinstatement eligibility, list eligibility, and all other types of recruitment may be considered. SROA and Surplus applicants are encouraged to apply and must indicate SROA/Surplus eligibility on application.

**HOW TO APPLY:** For more information, refer to [www.jobs.ca.gov](http://www.jobs.ca.gov). Please submit an **EXAMINATION/EMPLOYMENT APPLICATION (STD. 678)** online or by mail to California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630. Received applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 12/7/16

## **INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (METAL FABRICATION)**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960**

**JOB CONTROL #:** JC-44150

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 075-481-7191-013

**TENURE / TIME BASE:** PERMANENT / FULL TIME

**SALARY:** \$4042 - \$5111

**WORK SHIFT (DAYS AND HOURS):** MONDAY – THURSDAY, 0615-1615 (4/10/40)

**LOCATION:** CALIFORNIA STATE PRISON – SOLANO, METAL PRODUCTS, 2100 PEABODY ROAD, VACAVILLE, CA 95696

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Industrial Supervisor, Prison Industries (Metal Fabrication) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment\*\*\*

Under the general supervision of the Prison Industries Superintendent I (Metal Products), the Prison Industries Industrial Supervisor (Metal Products) supervises the manufacture, painting and finishing of various kinds of metal products. The incumbent supervises the use of all types of metal working machines including: spot welders, punch presses, power brakes and shears, bending machines, drill presses and support equipment. The incumbent is also responsible for forklift operators, stock attendants and janitors.

**PER POST AND BID REQUIREMENTS (CALPIA EMPLOYEES ONLY):** Eligible employees at this institution must submit a Reassignment/Transfer Request Form to the contact person listed by the final filing date. Eligible employees who submitted a Re-assignment/Transfer Request Form during the open enrollment period may be considered.

**REQUISITE SKILLS AND ABILITIES:** Skill and ability to supervise an industrial metal fabrication enterprise, including the knowledge of methods, materials, machinery processes, tools and equipment used in industrial operations; production scheduling, quality control, safety practices, material handling techniques and principles of personnel management and supervision; able to set up, repair, maintain, adjust and operate required equipment; make labor and materials estimates; instruct and supervise inmates in production techniques and safety procedures; maintain firm, impartial and consistent discipline; understand and apply rules, regulations, laws and procedures; analyze situations accurately and take effective actions; keep records and prepare reports

Persons appointed to this position must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the work-site.

**WHO MAY APPLY:** Persons currently in the classification with lateral transfer eligibility, reinstatement eligibility, list eligibility, and all other types of recruitment may be considered. SROA and Surplus applicants are encouraged to apply and must indicate SROA/Surplus eligibility on application.

**HOW TO APPLY:** For more information, refer to [www.jobs.ca.gov](http://www.jobs.ca.gov). Please submit an **EXAMINATION/EMPLOYMENT APPLICATION (STD. 678)** online or by mail to California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630. Received applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

**DATE POSTED:** 11/22/16



## **INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (PRINTING)**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960**

**JOB CONTROL #:** JC-38301

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 287-310-7216-004

**TENURE / TIME BASE:** PERMANENT/ FULL TIME

**SALARY:** \$4042 - \$5111

**WORK SHIFT (DAYS AND HOURS):** MONDAY – THURSDAY, 0600-1600

**LOCATION:** FOLSOM STATE PRISON, PRINTING, 300 PRISON ROAD, REPRESA, CA 95671

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Industrial Supervisor, Prison Industries (Printing) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment\*\*\*

Plans and schedules the production of printing documents to include brochures, forms, booklets, flyers, and other specialty printed products such as signs, banners, decals, and stickers. Coordinate material acquisition, labor, and equipment operation, installation, and maintenance. Responsible for ensuring that all assigned work is completed on schedule and the quality of work meets or exceeds the established standards. Supervise inmate workers in offset and letterpress styles of printing; Glue on area, Inspection, letterpress department, shipping, plate making and equipment operations. Implement and encourage the various components of the Industry Employment Program (IEP) and evaluates and maintains positive work performance. Ensures the accuracy and integrity of the of Material Safety Data Sheet (MSDS) procedures. Applies policies and procedures per Department Operational Manual (DOM) to include Folsom State Prison DOM Supplements and Procedures, and the California Code of Regulations Title 15. Assists in the training of inmate personnel, keeps inmate records and encourages discipline and professionalism amongst the inmate work crews. Maintains production reports time keeping, and pay raises and deductions in accordance with proper procedures.

**PER POST AND BID REQUIREMENTS (CALPIA EMPLOYEES ONLY):** Eligible employees at this institution must submit a Reassignment/Transfer Request form to the contact person listed by the final filing date. Eligible employees who submitted a Re-assignment/Transfer Request form during the open enrollment period may be considered.

**REQUISITE SKILLS AND ABILITIES:** Ability to analyze situations accurately and take action; knowledge of the California Department of Corrections and Rehabilitation/ CALPIA laws rules, procedures, and regulations. In accordance with the class specification, all incumbents must have the ability to supervise an industrial enterprise and possess the knowledge of methods materials, machinery, processes, tools and equipment used in industrial operations; production scheduling and control, quality standards and control, safety practices and orders; production techniques; ability to analyze a situation accurately and take effective action; and keep records and prepare reports for successful job performance. Must be a team player.

**WHO MAY APPLY:** Persons currently in the classification with lateral transfer eligibility, reinstatement eligibility, list eligibility, and all other types of recruitment may be considered. SROA and Surplus applicants are encouraged to apply and must indicate SROA/Surplus eligibility on application.

**HOW TO APPLY:** For more information, refer to [www.jobs.ca.gov](http://www.jobs.ca.gov). Please submit an **EXAMINATION/EMPLOYMENT APPLICATION (STD. 678)** online or by mail to California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630. Received applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 12/8/16

## **INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (UPHOLSTERY)**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960**

**JOB CONTROL #:** JC-41755

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 104-120-7179-001

**TENURE / TIME BASE:** LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

**SALARY:** \$4042 - \$5111

**WORK SHIFT (DAYS AND HOURS):** MONDAY – THURSDAY, 0615-1615

**LOCATION:** CORRECTIONAL TRAINING FACILITY, FURNITURE, HIGHWAY 101 NORTH, SOLEDAD, CA 93960

**DESCRIPTION OF DUTIES:** This position supervises, directs, and trains inmate workers in the production methods, proper safety practices, and habits in the production of upholstered products, as well as plans and schedules department production (including material requisition), machinery set up and inmate manpower resources. In addition, incumbent processes and maintains inmate time keeping records and performance evaluations. Responsibilities include supervising, training, instructing, and assigning work to inmates and checking quality of work performed and conformance to established standards. The Industrial Supervisor maintains discipline and custodial control of assigned inmates during work hours, writes performance evaluations and disciplinary reports of inmates workers, supervises mechanics in keeping all shop equipment operating safely and efficiently, conducts safety training, maintains safety records and reports, performs safety inspections, develops and maintains inmate safety committee, and performs other duties as requested.

**REQUISITE SKILLS AND ABILITIES:** Skill and ability to supervise an industrial upholstery production enterprise, including the knowledge of methods, materials, machinery processes, tools, and equipment used in industrial upholstery operations; production scheduling, quality control, safety practices, material handling techniques, and principles of personnel management and supervision; able to set up, repair, maintain, adjust and operate required equipment; make labor and materials estimates; instruct and supervise inmates in production techniques and safety procedures; maintain firm, impartial, and consistent discipline; understand and apply rules, regulations, laws and procedures; analyze situations accurately and take effective actions; and keep records and prepare reports.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

**WHO MAY APPLY:** Persons currently in the classification with lateral transfer eligibility, reinstatement eligibility, list eligibility, and all other types of recruitment may be considered. SROA and Surplus applicants are encouraged to apply and must indicate SROA/Surplus eligibility on application.

**HOW TO APPLY:** For more information, refer to [www.jobs.ca.gov](http://www.jobs.ca.gov). Please submit an **EXAMINATION/EMPLOYMENT APPLICATION (STD. 678)** online or by mail to California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630. Received applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 11/8/16

## **INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (WOOD PRODUCTS)**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960**

**JOB CONTROL #:** JC-38266

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 047-120-7178-007

**TENURE / TIME BASE:** LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

**SALARY:** \$4042 - \$5111 - POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS.

**WORK SHIFT (DAYS AND HOURS):** MONDAY – THURSDAY, 0630-1630 (4/10/40)

**LOCATION:** AVENAL STATE PRISON, FURNITURE, 1 KINGS WAY, AVENAL, CA 93204

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Industrial Supervisor, Prison Industries (Wood Products) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment\*\*\*

Under direction of the Prison Industries Superintendent II (Wood Products), the incumbent assigns, supervises, and coordinates the work of a group of inmates in the manufacture and assembly of finished wood products from raw materials, assembly of finished chairs from component parts, and/or upholstery of chair seats and backs. The incumbent instructs inmate workers in the use and safe operation of various types of equipment of the type normally associated with manufacturing of wood products and chairs; coordinates the flow of necessary materials and supplies; schedules labor and maintains logs of completed work; maintains order and supervises the conduct of inmate work crews; maintains security within the work area; conducts regular safety meetings while enforcing safety rules in the operation of the industrial equipment; ensures compliance and maintains documentation for ISO 9000-2008 requirements and procedures; and keeps time cards, assists in custodial searches, shakedown, inmate counts, and other related duties as required.

**REQUISITE SKILLS AND ABILITIES:** Knowledge of methods materials, machinery, processes, tools, and equipment used in the manufacture of wood furniture including upholstery and assembly of chairs. Ability to schedule labor and equipment to maximize efficiency and monitor for quality product; skills to instruct and supervise inmates in production techniques and safety practices; ability to maintain firm, impartial, and consistent discipline, and understand the rules that apply to them appropriately; take effective action to resolve issues when necessary; must have experience in an industrial furniture enterprise with supervision experience; and possess tact, patience, and the ability to work with persons confined in a correctional institution, good organization skills, flexibility, and ability to work well under pressure

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

**WHO MAY APPLY:** Persons currently in the classification with lateral transfer eligibility, reinstatement eligibility, list eligibility, and all other types of recruitment may be considered. SROA and Surplus applicants are encouraged to apply and must indicate SROA/Surplus eligibility on application.

**HOW TO APPLY:** For more information, refer to [www.jobs.ca.gov](http://www.jobs.ca.gov). Please submit an **EXAMINATION/EMPLOYMENT APPLICATION (STD. 678)** online or by mail to California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630. Received applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 10/3/16

## **INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (WOOD PRODUCTS)**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960**

**JOB CONTROL #:** JC-41762

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 104-120-7178-005

**TENURE / TIME BASE:** PERMANENT / FULL TIME

**SALARY:** \$4042 - \$5111

**WORK SHIFT (DAYS AND HOURS):** MONDAY – THURSDAY, 0615-1615

**LOCATION:** CORRECTIONAL TRAINING FACILITY, ADMINISTRATION, HIGHWAY 101 NORTH, SOLEDAD, CA 93960

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Industrial Supervisor, Prison Industries (Wood Products) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment\*\*\*

Under direction of the Superintendent I (Wood Products), the incumbent is responsible for supervising an industrial wood products factory; plans and schedules labor, material, and equipment for production of the wood products factory; coordinates with other factories on quality product production, problem solve potential issues, trains, counsels, and supervises offenders in production work; is responsible for quality control, production control, inventory control, methods analysis, safety, and personnel development; evaluates performance of offenders and takes or recommends appropriate action; assists in making recommendations for needed materials and equipment; maintains order and supervises the conduct of offenders; prevents escapes and injury by these persons to themselves or others or to property; maintains security of working areas and work materials; and inspects premises and searches offenders or wards for contraband, such as weapons or illegal drugs.

**PER POST AND BID REQUIREMENTS (CALPIA EMPLOYEES ONLY):** Eligible employees at this institution must submit a Reassignment/Transfer Request form to the contact person listed by the final filing date. Eligible employees who submitted a Reassignment/Transfer Request form during the open enrollment period may be considered.

**REQUISITE SKILLS AND ABILITIES:** Knowledge of (with particular reference to wood products): Methods, materials, machinery, processes, tools, and equipment used in industrial operations, production scheduling and control, quality standards and control, safety practices and orders, materials handling techniques, principles of personnel management and supervision, budget preparation, and cost control.

Ability to make labor and material estimates, instruct and supervise offenders in production techniques and safety practices, maintain firm, impartial, and consistent discipline, understand rules, regulations, laws, and procedures, analyze situations accurately and take effective action, keep records and prepare reports, read and write English at a level required for successful job performance, effectively promote equal opportunity in employment. Ability to identify and resolve problems in a timely manner. Display willingness to make decisions using sound and accurate judgment. Ability to develop project plans and coordinate project implementation.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

**WHO MAY APPLY:** Persons currently in the classification with lateral transfer eligibility, reinstatement eligibility, list eligibility, and all other types of recruitment may be considered. SROA and Surplus applicants are encouraged to apply and must indicate SROA/Surplus eligibility on application.

**HOW TO APPLY:** For more information, refer to [www.jobs.ca.gov](http://www.jobs.ca.gov). Please submit an **EXAMINATION/EMPLOYMENT APPLICATION (STD. 678)** online or by mail to California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630. Received applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

**DATE POSTED:** 11/8/16

## **INDUSTRIAL WAREHOUSE AND DISTRIBUTION SPECIALIST, PRISON INDUSTRY**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960**

**JOB CONTROL #:** JC-30282

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 073-410-7231-003

**TENURE / TIME BASE:** PERMANENT / FULL TIME

**SALARY:** \$3602 - \$4543

**WORK SHIFT (DAYS AND HOURS):** MONDAY – FRIDAY, 0800-1600

**LOCATION:** CALIFORNIA STATE PRISON - CORCORAN, WAREHOUSE, 4001 KING AVENUE, CORCORAN, CA 93212

**DESCRIPTION OF DUTIES:** Under the direct supervision of the Industrial Warehouse and Distribution Manager I, the Industrial Warehouse and Distribution Specialist serves as a liaison between working supervisors, heavy truck drivers, and inmates in the warehouse. Supervises of inmates in a warehouse setting; loading and unloading various trailers with supplies, finished goods, component items, raw materials, chemicals, and various other items for the enterprises. Supervises the receiving of finished goods (counts to make sure the total items received agree with the orders on file). Organizes storage of finished goods (re-palletize stock if necessary for maximum use of available warehouse space), using inmate equipment operators and truck drivers for multiple tasks; Count and verify freight against supporting documentation; Direct the Enterprise Resource Planning system (ERPLx) receiving of enterprise purchase orders and purchased items, parts, and materials. Assists with property control and asset reporting. Direct resources for time and material savings. Processes freight bills, master bills, receipts, various log books, CALPIA forms, etc. Input and retrieve information from ERPLx as needed.

### **PER POST AND BID REQUIREMENTS (CALPIA EMPLOYEES ONLY):**

Eligible employees at this institution must submit a Reassignment/Transfer Request form to the contact person listed by the final filing date. Eligible employees who submitted a Re-assignment/Transfer Request form during the open enrollment period may be considered.

**REQUISITE SKILLS AND ABILITIES:** Possession of a valid Class C California driver's license. Experience working with ERPLx preferable. Experience in industrial warehousing/materials management. Must possess tact, patience, and ability to work with persons confined in a correctional institution.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

**WHO MAY APPLY:** Persons currently in the classification with lateral transfer eligibility, reinstatement eligibility, list eligibility, and all other types of recruitment may be considered. SROA and Surplus applicants are encouraged to apply and must indicate SROA/Surplus eligibility on application.

**HOW TO APPLY:** For more information, refer to [www.jobs.ca.gov](http://www.jobs.ca.gov). Please submit an **EXAMINATION/EMPLOYMENT APPLICATION (STD. 678)** online or by mail to California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630. Received applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 8/11/16



## **INDUSTRIAL WAREHOUSE AND DISTRIBUTION SPECIALIST, PRISON INDUSTRY**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960**

**JOB CONTROL #:** JC-45860

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 391-410-7231-002

**TENURE / TIME BASE:** LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

**SALARY:** \$3602 - \$4543

**WORK SHIFT (DAYS AND HOURS):** MONDAY – FRIDAY, 0700-1600

**LOCATION:** RICHARD J. DONOVAN CORRECTIONAL FACILITY, WAREHOUSE, 480 ALTA ROAD, SAN DIEGO, CA 92179

**DESCRIPTION OF DUTIES:** Under the direction of the Prison Industries Administrator, this position supervises the receiving, storage and shipment of large volume of industrial supplies and products for the various agricultural and industrial enterprises within a correctional institution. The incumbent also maintains order and supervises the conduct of inmates, and protects and maintains the safety of persons and property; prepares work reports; maintains discipline; and practices good housekeeping in both the warehouse and outside storage areas. Receives materials and goods on the manufacturing and accounting, planning system (ERPLx); verifies incoming shipments of raw materials for the various enterprises; supervises loading, unloading, storage and transportation of all shipments of raw materials and/or finished goods and products.

This position is required to possess and maintain a valid Class C driver's license, and will be included in the Department of Motor Vehicle (DMV) Employer Pull Notice (EPN) Program.

**REQUISITE SKILLS AND ABILITIES:** Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

**WHO MAY APPLY:** Persons currently in the classification with lateral transfer eligibility, reinstatement eligibility, list eligibility, and all other types of recruitment may be considered. SROA and Surplus applicants are encouraged to apply and must indicate SROA/Surplus eligibility on application.

**HOW TO APPLY:** For more information, refer to [www.jobs.ca.gov](http://www.jobs.ca.gov). Please submit an **EXAMINATION/EMPLOYMENT APPLICATION (STD. 678)** online or by mail to California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630. Received applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 6/23/16

## **LEAD CUSTODIAN (CORRECTIONAL FACILITY)**

**JOB CONTROL #:** JC-45324

**FINAL FILING DATE:** DECEMBER 21, 2016

**POSITION #:** 177-760-2005-001

**TENURE / TIME BASE:** LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE.

**SALARY:** \$2354 - \$2947 - THIS POSITION MAY RECEIVE A \$190.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL; AND MAY ALSO RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS.

**WORK SHIFT (DAYS AND HOURS):** WORK DAYS MAY VARY, WORK HOURS MAY VARY

**LOCATION:** CALIPATRIA STATE PRISON, HEALTHCARE FACILITIES MAINTENANCE, 7018 BLAIR ROAD, CALIPATRIA, CA 92233

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Lead Custodian (CF) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at [http://cphcs.hodesiq.com/bl\\_joblist.asp](http://cphcs.hodesiq.com/bl_joblist.asp), click Complete Self-Assessment\*\*\*

Under the direct supervision of the Custodian Supervisor II, (CF) the Lead Custodian will perform janitorial duties involved in keeping an assigned office, building, or area clean and orderly; may instruct, lead, or supervise offender workers in the janitorial duties assigned. Assists in the planning of daily operations, scheduling labor, providing training, evaluating and counseling offender workers. Utilizes the Industry Employment Program, supervises the conduct of offender workers in the janitorial program. Maintains tool and key control per the department and institutional procedures; Maintains accurate offender counts; Controls the use and storage of hazardous materials; Enforces the guidelines of the Health and Safety Program and ensures work meets guidelines to include State Health Department in Title 22, 15, 8. Bio-hazard, hazardous waste, and toxic materials control program.

**REQUISITE SKILLS AND ABILITIES:** Ability to analyze situations accurately and take action, Knowledge of Title 8, 15, and 22 requirements in reference to janitorial service. Knowledge of CDCR/CALPIA Laws, rules, procedures and regulations. In accordance with the classification, all incumbents must have the requisite skill and ability to supervise offenders in a janitorial operation. Possess the knowledge of methods; materials, tools and equipment used in janitorial operation, ability to develop project plans, keep records and work under budgetary constraints for successful job performance

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

**WHO MAY APPLY:** Persons currently in the classification with lateral transfer eligibility, reinstatement eligibility, list eligibility, and all other types of recruitment may be considered. SROA and Surplus applicants are encouraged to apply and must indicate SROA/Surplus eligibility on application.

**HOW TO APPLY:** For more information, refer to [www.jobs.ca.gov](http://www.jobs.ca.gov). Please submit an **EXAMINATION/EMPLOYMENT APPLICATION (STD. 678)** online or by mail to California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630. Received applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 12/7/16



## **LEAD CUSTODIAN (CORRECTIONAL FACILITY)**

**JOB CONTROL #:** VARIOUS

**FINAL FILING DATE:** VARIOUS

**POSITION #:** XXX-760-2005-XXX

**TENURE / TIME BASE:** PERMANENT / FULL TIME

**SALARY:** \$2354 - \$2947 - POSITIONS MAY RECEIVE A \$190.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL

**WORK SHIFT (DAYS AND HOURS):** WORK DAYS MAY VARY, WORK HOURS MAY VARY

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE (HFM)  
**PLEASE SEE BELOW FOR LOCATION OF POSITIONS**

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Lead Custodian (CF) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at [http://cphcs.hodesiq.com/bl\\_joblist.asp](http://cphcs.hodesiq.com/bl_joblist.asp), click Complete Self-Assessment\*\*\*

Under direct supervision, the Lead Custodian (CF) performs janitorial duties involved in keeping an assigned office, building, or area clean and orderly; may instruct, lead, or supervise offender workers in the janitorial duties assigned; assists in the planning of daily operations, scheduling labor, providing training, evaluating, and counseling offender workers; utilizes the Industry Employability Program; supervises the conduct of offender workers in the janitorial program; maintains tool and key control per the department and institutional procedures; maintains accurate offender counts; controls the use and storage of hazardous materials; enforces the guidelines of the Health and Safety Program and ensures work meets guidelines to include State Health Department in Title 22, 15, 8. Bio-hazard, hazardous waste, and toxic materials control program.

**REQUISITE SKILLS AND ABILITIES:** Ability to analyze situations accurately and take action. Knowledge of Title 8, 15, and 22 requirements in reference to janitorial service. Knowledge of CDCR/CALPIA Laws, rules, procedures, and regulations. In accordance with the classification, all incumbents must have the requisite skill and ability to supervise offenders in a janitorial operation. Possess the knowledge of methods, materials, tools, and equipment used in janitorial operation. Ability to develop project plans, keep records, and work under budgetary constraints for successful job performance.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the work-site.

**WHO MAY APPLY:** Persons currently in the classification with lateral transfer eligibility, reinstatement eligibility, list eligibility, and all other types of recruitment may be considered. SROA and Surplus applicants are encouraged to apply and must indicate SROA/Surplus eligibility on application.

**HOW TO APPLY:** For more information, refer to [www.jobs.ca.gov](http://www.jobs.ca.gov). Please submit an **EXAMINATION/EMPLOYMENT APPLICATION (STD. 678)** online or by mail to California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630. Received applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

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**CALIFORNIA MEN'S COLONY, HIGHWAY 1, SAN LUIS OBISPO, CA 93409**

**POSITION #: 058-760-2005-001 - DATE POSTED: 8/24/16 (JC-32306) - FINAL FILING DATE: UNTIL FILLED**

**LEAD CUSTODIAN (CORRECTIONAL FACILITY) - PERMANENT / FULL TIME (Continued)**

**SAN QUENTIN STATE PRISON, SAN QUENTIN, CA 94964**

**POSITION #: 096-760-2005-001 - DATE POSTED: 10/31/16 (JC-41102) - FINAL FILING DATE: UNTIL FILLED**

## **PRISON INDUSTRIES ADMINISTRATOR**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960**

**JOB CONTROL #:** JC-42023

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 104-100-7158-001

**TENURE / TIME BASE:** PERMANENT / FULL TIME

**SALARY:** \$7656 - \$8693

**WORK SHIFT (DAYS AND HOURS):** MONDAY – FRIDAY, 0730-1630

**LOCATION:** CORRECTIONAL TRAINING FACILITY, ADMINISTRATION, HIGHWAY 101 NORTH, SOLEDAD, CA 93960

**DESCRIPTION OF DUTIES:** Provides direction and leadership to CALPIA operations within the Correctional Training Facility and Salinas Valley State Prison. Responsible for overall production and administrative functions to include: production and inventory control, procurement, accounting, warehousing and personnel. Maintains accountability and discipline. Oversees the efforts of CALPIA staff in the areas of manufacturing, fabrication, quality and delivery of products and services to CALPIA customers. Serves as liaison between CALPIA and other state agencies and private vendors in matters related to new product development. Provides direction to subordinate staff in regards to work assignments, training, production methods and staff performances. Implements strategies to effectively manage past due orders, RMAs, lost production hours, Health and Safety program guidelines, and the Industry Employment Program. Creates goals in line with CALPIA related to production expectations, quality control, safe enterprise operations, and inmate training and certification. Ensures subordinate staff receives adequate training to achieve, exceed, and maintain satisfactory performance appraisals in the area of their responsibility. Become familiar with and implement the provisions of various management resources and references, including but not limited to: applicable Penal Code and Government Code sections and other laws regulations, bargaining unit agreements, State Administrative Manual sections, California Department of Corrections and Rehabilitation Operations Manual, CALHR laws and rules, Title 15, all health and safety requirements including these and other reference and their compliance. Promotes and facilitates upward mobility training.

**REQUISITE SKILLS AND ABILITIES:** Experience and knowledge in the operations of the Healthcare Facilities Maintenance and manufacturing various product lines such as fabric and furniture products. Knowledge of lean manufacturing processes and procedures. Knowledge of the state disciplinary process; fiscal management and budgetary controls.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

**WHO MAY APPLY:** Persons currently in the classification with lateral transfer eligibility, reinstatement eligibility, list eligibility, and all other types of recruitment may be considered. SROA and Surplus applicants are encouraged to apply and must indicate SROA/Surplus eligibility on application.

**HOW TO APPLY:** For more information, refer to [www.jobs.ca.gov](http://www.jobs.ca.gov). Please submit an **EXAMINATION/EMPLOYMENT APPLICATION (STD. 678)** online or by mail to California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630. Received applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 11/8/16

## **PRISON INDUSTRIES MANAGER (GENERAL)**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960**

**JOB CONTROL #:** JC-39789

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 045-100-7157-001

**TENURE / TIME BASE:** PERMANENT / FULL TIME

**SALARY:** \$5861 - \$7285

**WORK SHIFT (DAYS AND HOURS):** MONDAY – FRIDAY, 0630-1430

**LOCATION:** MULE CREEK STATE PRISON, ADMINISTRATION, 4001 HIGHWAY 104, IONE, CA 95640

**DESCRIPTION OF DUTIES:** Under general supervision, this position is part of the management team responsible for the day to day operations of the CALPIA enterprises and programs at Mule Creek State Prison. Enterprises and support include Coffee Roasting, Fabric Products, Laundry, Meat Cutting, Maintenance, and Warehouse. Duties include maintaining production, quality control, product development, safety standards; assist with administrative activities including personnel, procurement, accounting, budgeting, making appropriate job assignments for all staff including inmates; ensure staff are adequately trained and meet performance standards and requirements.

**REQUISITE SKILLS AND ABILITIES:** Principles of effective supervision; ability to establish own priorities and formulate plans of action to achieve desired results; read and write English at a level proficient to understand standard business memoranda and author clear and effective business memoranda, strong understanding of cooperative management techniques and willingness to participate in team projects; ability to read and interpret standard business financial statements. Ability to plan, organize and manage industrial prison industry operations; identify and correct all major production problems in an operational program.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

**WHO MAY APPLY:** Persons currently in the classification with lateral transfer eligibility, reinstatement eligibility, list eligibility, and all other types of recruitment may be considered. SROA and Surplus applicants are encouraged to apply and must indicate SROA/Surplus eligibility on application.

**HOW TO APPLY:** For more information, refer to [www.jobs.ca.gov](http://www.jobs.ca.gov). Please submit an **EXAMINATION/EMPLOYMENT APPLICATION (STD. 678)** online or by mail to California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630. Received applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 10/26/16

## **PRISON INDUSTRIES MANAGER (GENERAL)**

**JOB CONTROL #:** JC-44406

**FINAL FILING DATE:** DECEMBER 14, 2016

**POSITION #:** 063-760-7157-005/006 (TWO POSITIONS)

**TENURE / TIME BASE:** LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

**SALARY:** \$5861 - \$7285

**WORK SHIFT (DAYS AND HOURS):** MONDAY - FRIDAY, 8:00 A.M.-5:00 P.M.

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE, 560 EAST NATOMA STREET, FOLSOM, CA 95630

**DESCRIPTION OF DUTIES:** Under the direction of the Prison Industries Administrator of the Healthcare Facilities Maintenance (HFM), oversees all phases of the HFM enterprise in the Operations Division. Work directly with 1/3 of the institutions serviced by the HFM enterprise. Establishes yearly capacity plan, performs ongoing analysis of financial documents, capacity and production plan, makes routine decisions based on analysis, for distributing workload to meet customer needs and improve operations efficiencies and effectiveness to help in achieving self-sufficiency. Makes recommendations on new enterprise development; recommends manufacturing methodology and equipment; provides system engineering consultation on design of new, or modification of existing facilities and/or product. Promotes open communication between the field and Central Office to ensure service and customer needs are addressed; actively promotes CALPIA's Inmate Employability Program (IEP) and the development and/or maintenance of International Standards Organization (ISO) procedures to enhance operational efficiencies improving quality, cost and timely deliveries.

Provides oversight to traveling staff in matters associated with day-to-day operation of the programs under their control and interacting with other CALPIA and institution managers, and CALPIA Central Office staff; Provides direction to subordinate staff regarding changes to work assignments, training, and production methods and staff performances. Promotes and facilitates upward mobility training.

Conducts regular staff meetings and ensures that subordinate staff receives adequate training to achieve, exceed, and maintain satisfactory performance appraisals in the areas of their responsibility. Assist in recruitment and selection of personnel within the related trade.

**REQUISITE SKILLS AND ABILITIES:** Principles of effective supervision, principles of organization and industrial management, include methods, materials, processes, and equipment deployed in prison industries; Good Leadership Skills (ability to supervise & motivate staff using proven leadership techniques); Effective Communication Skills (Oral and Written); Has the ability to train staff and inmates in improving themselves and the operation; Ability to maintain a professional working atmosphere for staff and inmates.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

**WHO MAY APPLY:** Persons currently in the classification with lateral transfer eligibility, reinstatement eligibility, list eligibility, and all other types of recruitment may be considered. SROA and Surplus applicants are encouraged to apply and must indicate SROA/Surplus eligibility on application.

**HOW TO APPLY:** For more information, refer to [www.jobs.ca.gov](http://www.jobs.ca.gov). Please submit an **EXAMINATION/EMPLOYMENT APPLICATION (STD. 678)** online or by mail to California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630. Received applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 11/30/16

## **PRISON INDUSTRIES SUPERINTENDENT I (WOOD PRODUCTS)**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960**

**JOB CONTROL #:** JC-45317

**FINAL FILING DATE:** DECEMBER 21, 2016

**POSITION #:** 047-120-7175-001

**TENURE / TIME BASE:** PERMANENT / FULL TIME

**SALARY:** \$4639 - \$5758 - POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

**WORK SHIFT (DAYS AND HOURS):** MONDAY – THURSDAY, 0630-1630 (4/10/40)

**LOCATION:** AVENAL STATE PRISON, FURNITURE 1 KINGS WAY, AVENAL, CA 93204

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Prison Industries Superintendent I (Wood Products) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment\*\*\*

Under the direction of the Superintendent II (Wood Products), the Superintendent I (Wood Products) is responsible for supervising an industrial wood products enterprise; plans and schedules labor, material, and equipment for production; coordinates and or supervises installation, operation, maintenance and repair of equipment, makes recommendations to increase production, efficiency, and product quality; assists in the development, preparation for production; and marketing of new products; selects, trains, counsels, and supervises staff and inmates in production work; is responsible for quality control production control, inventory control, methods analysis, cost control, material research, procurement, safety, and personal development, evaluates the performance of staff and inmates and takes or recommends appropriate action; assists in budget preparation and makes recommendations for needed materials and equipment; supervises preparation of records and reports on production, processing, and inventories; dictates correspondence and prepares reports; maintains order and supervises the conduct of persons committed to the Department of Corrections and Rehabilitation; prevents escapes and injury by these persons to themselves or others or to property; maintains security of working areas and work materials, and inspects premises and searches inmates or wards for contraband, such as weapons or illegal drugs.

**REQUISITE SKILLS AND ABILITIES:** Ability to identify and resolve problems in a timely manner. Displayed willingness to make decisions using sound and accurate judgment. Ability to develop project plans and coordinate project implementation. Ability to supervise and motivate subordinate staff using proven, effective leadership techniques. Tact, patience and ability to project a professional image. Experience in an industrial furniture factory enterprise with supervision experience. Must possess tact, patience, and the ability to work with persons confined in a correctional institution, good organizational skills, flexibility, ability to work well under pressure, good leadership skills, knowledge in Budget Preparation, and effective Communication Skills (Oral and Written).

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

**WHO MAY APPLY:** Persons currently in the classification with lateral transfer eligibility, reinstatement eligibility, list eligibility, and all other types of recruitment may be considered. SROA and Surplus applicants are encouraged to apply and must indicate SROA/Surplus eligibility on application.

**HOW TO APPLY:** For more information, refer to [www.jobs.ca.gov](http://www.jobs.ca.gov). Please submit an **EXAMINATION/EMPLOYMENT APPLICATION (STD. 678)** online or by mail to California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630. Received applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 12/7/16



## **PRISON INDUSTRIES SUPERINTENDENT I (WOOD PRODUCTS)**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960**

**JOB CONTROL #:** JC-652

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 104-120-7175-002

**TENURE / TIME BASE:** PERMANENT / FULL TIME

**SALARY:** \$4639 - \$5758

**WORK SHIFT (DAYS AND HOURS):** MONDAY–THURSDAY, 0615–1615

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, CORRECTIONAL TRAINING FACILITY, HIGHWAY 101 NORTH, SOLEDAD, CA 93960

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Prison Industries Superintendent I (Wood Products) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment\*\*\*

Under the direction of the Prison Industries Superintendent II (Wood Products), this position is responsible for supervising an industrial wood products enterprise; plans and schedules labor, material, and equipment for production; coordinates and or supervises installation, operation, maintenance and repair of equipment; makes recommendations to increase production, efficiency, and product quality; assists in the development, preparation for production; and marketing of new products; selects, trains, counsels, and supervises staff and inmates in production work; is responsible for quality control, production control, inventory control, methods analysis, cost control, material research, procurement, safety, and personal development, evaluates the performance of staff and inmates and takes or recommends appropriate action; assists in budget preparation and makes recommendations for needed materials and equipment; supervises preparation of records and reports on production, processing, and inventories; dictates correspondence and prepares reports; maintains order and supervises the conduct of persons committed to the Department of Corrections and Rehabilitation; prevents escapes and injury by these persons to themselves or others or to property; maintains security of working areas and work materials, and inspects premises and searches inmates or wards for contraband, such as weapons or illegal drugs.

**REQUISITE SKILLS AND ABILITIES:** Methods, materials, machinery, processes, tools, and equipment used in a wood products industrial operation; production scheduling, and control, quality standards and control, safety practices and orders, material handling techniques, principles of personnel management and supervision, budget preparation, and cost control. Responsibility for promoting equal employment opportunity in hiring, employee development, and for maintaining a work environment that is free of discrimination and harassment. Ability to make labor and material estimates, instruct staff and inmates in production techniques and safety practices. Read and write English at a level required for successful job performance, effectively promote equal opportunity in employment. Ability to identify and resolve problems in a timely manner. Make decisions using sound and accurate judgment. Ability to develop project plans and coordinate project implementation. Ability to supervise and motivate subordinate staff using proven, effective leadership techniques. Tact, patience, and the ability to project a professional image.

**WHO MAY APPLY:** Persons currently in the classification with lateral transfer eligibility, reinstatement eligibility, list eligibility, and all other types of recruitment may be considered. SROA and Surplus applicants are encouraged to apply and must indicate SROA/Surplus eligibility on application.

**HOW TO APPLY:** For more information, refer to [www.jobs.ca.gov](http://www.jobs.ca.gov). Please submit an **EXAMINATION/EMPLOYMENT APPLICATION (STD. 678)** online or by mail to California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630. Received applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 10/15/15

## **PRISON INDUSTRIES SUPERINTENDENT II (AGRICULTURE)**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960**

**JOB CONTROL #:** JC-33782

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 073-180-0617-001

**TENURE / TIME BASE:** PERMANENT / FULL TIME

**SALARY:** \$5092 - \$6320

**WORK SHIFT (DAYS AND HOURS):** MONDAY – FRIDAY, 0630-1430 (NO SCHEDULED LUNCH BREAK)

**LOCATION:** CALIFORNIA STATE PRISON, CORCORAN, AGRICULTURE, 4001 KING AVENUE, CORCORAN, CA 93212

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Prison Industries Superintendent II (Agriculture) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment\*\*\*

Under the direction of the Prison Industries Manager this position is responsible for planning, organizing and supervising the overall operation of four prison agricultural enterprises at two institutions. Enterprises include crop farms at Corcoran and Wasco, a Dairy Operation at Corcoran, including a milk processing facility at Corcoran. Directly supervises one Prison Industries Superintendent I (Dairy) and two (2) Industrial Supervisors, P.I. (Corcoran & Wasco Crop Farm operations). Indirectly supervises six Industrial Supervisors, P.I. (Dairy). Oversees all phases of the prison agricultural operation; plans and schedules labor, materials and equipment; has lead responsibility for quality assurance, process control, inventory control, cost control and procurement. Prepares budgets and makes recommendations on necessary equipment and materials; directs the preparation of records and status reports on production and inventory; dictates correspondence and conducts supervisory meetings; formalizes enterprise operating procedures. Supervises and coordinates the installation, operation, maintenance and repair of all agricultural equipment. Makes recommendations to increase production efficiency and product quality; develops and implements plans for water and energy conservation; directs the ordering, shipping and handling of all production materials and supplies.

**REQUISITE SKILLS AND ABILITIES:** Ability to identify and resolve problems in a timely manner. Displayed willingness to make decisions using sound and accurate judgment. Ability to develop project plans and coordinate project implementation. Ability to supervise and motivate subordinate staff using proven, effective leadership techniques. Tact, patience and ability to project a professional image to outside customers.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

**WHO MAY APPLY:** Persons currently in the classification with lateral transfer eligibility, reinstatement eligibility, list eligibility, and all other types of recruitment may be considered. SROA and Surplus applicants are encouraged to apply and must indicate SROA/Surplus eligibility on application.

**HOW TO APPLY:** For more information, refer to [www.jobs.ca.gov](http://www.jobs.ca.gov). Please submit an **EXAMINATION/EMPLOYMENT APPLICATION (STD. 678)** online or by mail to California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630. Received applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 9/7/16



## **PRISON INDUSTRIES SUPERINTENDENT II (COFFEE ROASTING AND GRINDING)**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960**

**JOB CONTROL #:** JC-45845

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 045-820-7115-001

**TENURE / TIME BASE:** PERMANENT / FULL TIME

**SALARY:** \$5092 - \$6320

**WORK SHIFT (DAYS AND HOURS):** MONDAY – FRIDAY, 0645-1445

**LOCATION:** MULE CREEK STATE PRISON, COFFEE ROASTING, 4001 HIGHWAY 104, IONE, CA 95640

**DESCRIPTION OF DUTIES:** Under the direct of the Prison Industries Manager, the incumbent is responsible for planning, organizing, and supervising the overall operation of the CALPIA Coffee Roasting enterprise within a correctional institution. Work hours are Mon-Fri 645 to 1445, RDO are Sat, Sun & Holidays. Typical duties include, but are not limited to: Supervises one Industrial Supervisor PI (Coffee Roasting), ensures raw materials and equipment to meet coffee roasting and grinding as well as instant coffee packaging production requirements; has lead responsibility for the safety program, inventory control, materials research and procurement. Makes recommendations to improve production efficiency, and product quality. Supervises offender payroll time keeping functions through Tru Time and develops and processes weekly and monthly production reports. Plans and schedules labor, materials, and equipment for production, initiates Form 13s. Ensures that all shipping and receiving transactions between Warehouse and Coffee Roasting are correct. Maintains discipline of offenders, including custodial searches, logging the searches, and offender counts, as prescribed in the California Code Of Regulations, Title 15, Crime Prevention and Corrections, Department Operations Manual (DOM), and MSCP DOM Supplements. Ensures that pre-operation inspections are done daily before the start and at the end of the workday.

**REQUISITE SKILLS AND ABILITIES:** Have experience with computers (Word/Excel). Ability to read routine reports and correspondence. Ability to add, subtract, multiply and divide in all units of measure using numbers, common fractions, decimals and compute rate, ratios and percentages. Ability to interpret a variety of instructions furnished in written, oral, diagram and/or schedule form

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

**DESIRABLE QUALIFICATIONS:** Two years of production experience in the applicable industrial enterprise or trade. (Education, such as trade school, vocational education, or a major in the trade at the community college, college, or university level may be substituted for the required experience on the basis that two years of education is equal to one year of the required work experience. Such education must include two years of course work in the specified industrial operation.)

**WHO MAY APPLY:** Persons currently in the classification with lateral transfer eligibility, reinstatement eligibility, list eligibility, and all other types of recruitment may be considered. SROA and Surplus applicants are encouraged to apply and must indicate SROA/Surplus eligibility on application.

**HOW TO APPLY:** For more information, refer to [www.jobs.ca.gov](http://www.jobs.ca.gov). Please submit an **EXAMINATION/EMPLOYMENT APPLICATION (STD. 678)** online or by mail to California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630. Received applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 6/24/16

## **PRISON INDUSTRIES SUPERINTENDENT II (FABRIC PRODUCTS)**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960**

**JOB CONTROL #:** JC-45518

**FINAL FILING DATE:** December 21, 2016

**POSITION #:** 189-150-7195-001

**TENURE / TIME BASE:** PERMANENT / FULL TIME

**SALARY:** \$5092 - \$6320

**WORK SHIFT (DAYS AND HOURS):** MONDAY–FRIDAY, 0615–1415

**LOCATION:** SIERRA CONSERVATION CENTER, FABRIC PRODUCTS, 5100 O'BYRNES FERRY ROAD, JAMESTOWN, CA 95327

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Prison Industries Superintendent II (Fabric Products) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment\*\*\*

Under general direction of the Prison Industries Administrator, this position is directly supervises staff and inmate workers in the manufacturing of fabric products. The incumbent is responsible for the daily operations of the SCC, Fabric Products enterprise and is responsible for the planning, organizing, purchasing, and the supervision of the daily operation/production and the Health & Safety of the operation. Has lead responsibility for quality, process, inventory, cost controls and is knowledgeable in the methodology of cost analysis and procurement methods utilizing ERPLx. Establishes, plans, and develops procedures to increase production efficiency and increase profitability. Works as a team member with Customer Services, Sales & Operation to ensure all customer issues are resolved in a timely manner. Maintains and ensures staff is aware of individual components of the Inmate Employability Program and motivating inmates in personal development through their participation in the program.

**REQUISITE SKILLS AND ABILITIES:** Good leadership skill with the ability to supervise and motivate staff using proven leadership techniques. Ability to plan production goals; knowledgeable in budget preparation and budget control; effective communication skills both orally and written; read and write English at a level proficient to understand standard business memoranda and author clear and effective business memoranda; the ability to train staff and inmate in improving themselves and the operation; and the ability to plan, organize and manage industrial Fabric Products operations.

**DESIRABLE QUALIFICATIONS:** Ability to analyze situations and take the initiative and action to resolve; knowledge of CDCR and CALPIA rules, procedures & regulations; organized and have the ability to multi-task in a changing environment; familiar with computers and Microsoft Office; knowledge and experience with associated enterprise.

**WHO MAY APPLY:** Persons currently in the classification with lateral transfer eligibility, reinstatement eligibility, list eligibility, and all other types of recruitment may be considered. SROA and Surplus applicants are encouraged to apply and must indicate SROA/Surplus eligibility on application.

**HOW TO APPLY:** For more information, refer to [www.jobs.ca.gov](http://www.jobs.ca.gov). Please submit an **EXAMINATION/EMPLOYMENT APPLICATION (STD. 678)** online or by mail to California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630. Received applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 12/8/16

## **PRISON INDUSTRIES SUPERINTENDENT II (MAINTENANCE AND REPAIR)**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960**

**JOB CONTROL #:** JC-35696

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 063-760-7154-002

**TENURE / TIME BASE:** LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

**SALARY:** \$5092 - \$6320

**WORK SHIFT (DAYS AND HOURS):** MONDAY – FRIDAY, 0700-1600 (WORK HOURS MAY VARY)

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE, 560 EAST NATOMA STREET, FOLSOM, CA 95630

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Prison Industries Superintendent II (Maintenance and Repair) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment\*\*\*

Under direction of the Prison Industries Administrator, this position will manage the statewide minor maintenance program for the Healthcare Facilities Maintenance (HFM) program. Incumbent will supervise Skilled Laborers that are responsible for completing minor maintenance at locations throughout the state. Review work orders for each HFM location to determine if the work order is within the scope of contractual obligations. Assign and review work to Skilled Laborers or other CALPIA staff as necessary to complete work orders. Collaborate with California Department of Corrections and Rehabilitation Plant Operations to resolve work orders. Selects, trains, counsels and supervises subordinate civil service staff; evaluates staff performance, development needs and annually prepares performance reports. Write, implement and maintain policies, procedures and tracking and audit tools for the operation of the statewide minor maintenance program of the HFM program statewide. Complete weekly reports on work orders for each HFM location for the use in internal and external reports. Provide training and assistance to field staff on the use of the work order maintenance program. Responsible for health and safety program education and oversight for the HFM program statewide.

**REQUISITE SKILLS AND ABILITIES:** Persons appointed to positions in this classification must be reasonably expected to have and maintain strength, agility, and endurance to perform under stressful situations (mental, physical, and emotional) encountered on the job without compromising their health and well-being or that of their fellow employees or the inmate workers. Must possess tact, patience, and the ability to work with persons confined in a correctional institution. Assignment during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. This position requires possession of a valid Class C – California Drivers' License and will be included in the Department of Motor Vehicles Employer Pull Notice (EPN) program. Must be expected to maintain physical and mental ability to perform at times of extreme stress

**WHO MAY APPLY:** Persons currently in the classification with lateral transfer eligibility, reinstatement eligibility, list eligibility, and all other types of recruitment may be considered. SROA and Surplus applicants are encouraged to apply and must indicate SROA/Surplus eligibility on application.

**HOW TO APPLY:** For more information, refer to [www.jobs.ca.gov](http://www.jobs.ca.gov). Please submit an **EXAMINATION/EMPLOYMENT APPLICATION (STD. 678)** online or by mail to California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630. Received applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 9/16/16

## **PRISON INDUSTRIES SUPERINTENDENT II (METAL PRODUCTS)**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960**

**JOB CONTROL #:** JC-42444

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 287-480-7190-001

**TENURE / TIME BASE:** PERMANENT / FULL TIME

**SALARY:** \$5092 - \$6320

**WORK SHIFT (DAYS AND HOURS):** MONDAY – THURSDAY, 0600-1600

**LOCATION:** FOLSOM STATE PRISON, METAL FABRICATION, 100 PRISON ROAD, REPRESA, CA 95671

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Prison Industries Superintendent II (Metal Products) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment\*\*\*

Under the direction of the Administration staff, directly supervises one Industrial Superintendent I and five (5) Industrial Supervisors. The position oversees all phases of the Metal Fabrication operation in a Correctional environment. The position is responsible for the planning, organizing, purchasing and the supervision of the daily operation/production and the Health & Safety of the operation at Folsom State Prison. Has lead responsibility for quality, process, inventory & cost control. Knowledgeable in the methodology of cost analysis and procurement methods utilizing ERPLx, establishes, plans, and develops procedures to increase production efficiency and increase profitability. Works as a team member with Customer Services, Sales and Operations to ensure all customer issues are resolved in a timely manner. Maintains and ensures staff is aware of individual components of Industry Employment Program and motivating inmates in personal development through their participation in the program.

**REQUISITE SKILLS AND ABILITIES:** Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the work-site.

**WHO MAY APPLY:** Persons currently in the classification with lateral transfer eligibility, reinstatement eligibility, list eligibility, and all other types of recruitment may be considered. SROA and Surplus applicants are encouraged to apply and must indicate SROA/Surplus eligibility on application.

**HOW TO APPLY:** For more information, refer to [www.jobs.ca.gov](http://www.jobs.ca.gov). Please submit an **EXAMINATION/EMPLOYMENT APPLICATION (STD. 678)** online or by mail to California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630. Received applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 5/27/16

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CALIFORNIA RELAY (TELEPHONE SERVICE FOR THE DEAF OR HEARING – IMPAIRED)  
FROM TDD PHONES: 1-800-735-2929 FROM VOICE PHONES: 1-800-735-2922

## **PRISON INDUSTRIES SUPERINTENDENT II (WOOD PRODUCTS)**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960**

**JOB CONTROL #:** JC-41731

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 096-120-7172-001

**TENURE / TIME BASE:** PERMANENT / FULL TIME

**SALARY:** \$5092 - \$6320

**WORK SHIFT (DAYS AND HOURS):** MONDAY – THURSDAY, 0530-1530

**LOCATION:** SAN QUENTIN STATE PRISON, FURNITURE FACTORY, SAN QUENTIN, CA 94964

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Prison Industries Superintendent II (Wood Products) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment\*\*\*

Supervises Industrial supervisors, inmates, and is directly responsible for supervision of an industrial wood products enterprise which includes; planning, schedule labor, material and equipment for production; coordinates the installation, operation, maintenance and repair of equipment; makes recommendations to increase production, efficiency and product quality; assists in development of new products. Performs computer functions with the Enterprise Resources Planning (ERPLx) including but not limited bill of materials, labor routings inventory, and cycle counting.

**REQUISITE SKILLS AND ABILITIES:** Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

**WHO MAY APPLY:** Persons currently in the classification with lateral transfer eligibility, reinstatement eligibility, list eligibility, and all other types of recruitment may be considered. SROA and Surplus applicants are encouraged to apply and must indicate SROA/Surplus eligibility on application.

**HOW TO APPLY:** For more information, refer to [www.jobs.ca.gov](http://www.jobs.ca.gov). Please submit an **EXAMINATION/EMPLOYMENT APPLICATION (STD. 678)** online or by mail to California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630. Received applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 11/8/16

## **STAFF SERVICES ANALYST (GENERAL)**

**JOB CONTROL #:** JC-45583

**FINAL FILING DATE:** DECEMBER 22, 2016

**POSITION #:** 063-047-5157-001

**TENURE / TIME BASE:** PERMANENT/ FULL TIME

**SALARY:** \$2945 - \$4932

**WORK SHIFT (DAYS AND HOURS):** MONDAY – FRIDAY, 8:00 A.M.-5:00 P.M.

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, INVENTORY MANAGEMENT UNIT, 560 EAST NATOMA STREET, FOLSOM, CA 95630

**DESCRIPTION OF DUTIES:** Under the supervision of the Staff Services Manager I of Inventory Management, the incumbent provides analytical support for accounting and inventory related issues. The position is located at CALPIA headquarters in Folsom and there is free parking.

The duties of the Staff Services Analyst include the following:

- Prepare and review inventory reports for accuracy and completeness while utilizing ERPLx and Spreadsheet Server.
- Compile and analyze inventory related data.
- Prepare and post journal entries to general ledger accounts.
- Assist with research and analysis for the major products, purchase price variance (PPV), updating product costs, the inventory level comparison report.
- Analyze shop floor control data.
- Assist with staff training, developing presentation and training materials.
- Assist in the annual preparation, implementation, and evaluation of the physical inventory process.
- Assist in developing presentation and training materials.
- Assist in analyzing and valuing CALPIA's inventory during the year-end valuation process.
- Travel and some overtime required.
- Monitor and maintain item master request documentation.
- Research, maintain, and analyze data in the Enterprise Resource Planning System (ERPLx).

### **REQUISITE SKILLS AND ABILITIES:**

- Ability to interpret, analyze data and make recommendations
- Good communication (written and verbal)
- Time management and organizational skills
- Interpersonal skills to represent department with tact and diplomacy
- Good attendance

**WHO MAY APPLY:** Persons currently in the classification with lateral transfer eligibility, reinstatement eligibility, list eligibility, and all other types of recruitment may be considered. SROA and Surplus applicants are encouraged to apply and must indicate SROA/Surplus eligibility on application.

**HOW TO APPLY:** For more information, refer to [www.jobs.ca.gov](http://www.jobs.ca.gov). Please submit an **EXAMINATION/EMPLOYMENT APPLICATION (STD. 678)** online or by mail to California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630. Received applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 12/8/16



## **STAFF SERVICES MANAGER II (SUPERVISORY)**

**JOB CONTROL #:** JC-44346

**FINAL FILING DATE:** DECEMBER 14, 2016

**POSITION #:** 063-760-4801-001

**TENURE / TIME BASE:** LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

**SALARY:** \$6005 - \$7462

**WORK SHIFT (DAYS AND HOURS):** MONDAY – FRIDAY, 8:00-5:00

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE, 560 E NATOMA STREET, FOLSOM, CA 95630

**DESCRIPTION OF DUTIES:** Responsible for direct and indirect supervision of professional, analytical and administrative staff including a Staff Services Manager I, and 2 Associate Governmental Program Analyst and 4 subject matter experts. Supervision includes development and evaluation of staff; overseeing the management of the workflow, with current emphasis on correcting operational problems; reviewing and/or setting goals and objectives; developing internal policies and procedures for the most efficient operation of each unit; and effectively managing personnel and performance problems through the appropriate use of corrective discipline. Ensures completed staff work with supporting documentation is submitted. Oversees preparation of bill analyses, regulations, compliance, issue memos, discussion documents, and other analyses related to the HFM program. Provides technical assistance to internal/external partners relating to program, procedural, financial, administrative and operational issues. Serves as liaison for internal administrative units including human resource, staff development, and information technology. Provide oversight and direction regarding HFM recruitment, retention, training, policy, regulatory, and procedural impacted. Works closely with HFM Prison Industries Managers for CO HFM to help develop and make recommendations to programs changes in policies and procedures. Conducts and/or participates in meetings with internal/external partners. Demonstrates the ability to obtain satisfactory results while maintaining group cooperation. Uses proper interpersonal styles and methods to guide individual or groups to accomplish the required tasks. Evaluates staff performance and prepares required documentation of the group's performance. Provides necessary direction, feedback, and counseling and identifies necessary training for individuals or groups as assigned. Ensuring changes fulfill any operational and regulatory requirements. Serves as liaison between CALPIA and other state agencies and private vendors in matters related to HFM.

**REQUISITE SKILLS AND ABILITIES:** Principles of effective supervision, principles of organization and industrial management, include methods, materials, processes, and equipment deployed in prison industries; Good Leadership Skills (ability to supervise & motivate staff using proven leadership techniques); Effective Communication Skills (Oral and Written); Has the ability to train staff and offenders in improving themselves and the operation; Ability to maintain a professional working atmosphere for staff and offenders.

**WHO MAY APPLY:** Persons currently in the classification with lateral transfer eligibility, reinstatement eligibility, list eligibility, and all other types of recruitment may be considered. SROA and Surplus applicants are encouraged to apply and must indicate SROA/Surplus eligibility on application.

**HOW TO APPLY:** For more information, refer to [www.jobs.ca.gov](http://www.jobs.ca.gov). Please submit an **EXAMINATION/EMPLOYMENT APPLICATION (STD. 678)** online or by mail to California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630. Received applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 11/30/16

## **STUDENT ASSISTANT**

**JOB CONTROL #:** N/A

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 063-041-HORNET-XXX

**TENURE / TIME BASE:** TEMPORARY / INTERMITTENT

**SALARY:** \$11.00 - \$16.00 PER HOUR

**WORK SHIFT (DAYS AND HOURS):** MONDAY – FRIDAY, HOURS VARY WITH SCHOOL SCHEDULE

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, HUMAN RESOURCES, 560 EAST NATOMA STREET, FOLSOM, CA 95630

**DESCRIPTION OF DUTIES:** Under direction from a unit supervisor, the incumbent will provide support within the Accounting Office. Duties will include, but not limited to the following:

- Analyze and/or reconcile financial information such as: general ledger data, CALPIA's contracts/purchase orders, vendor invoices, item master file records, etc.
- Develop, update, maintain, and reconcile spreadsheets while maintaining accuracy, research and analyze variances, perform duties using Microsoft office and other software products.
- Develop reports and queries using ERPlx, Spreadsheet Server, and other reporting tools.
- Key-enter financial data into the automated system (acronym ERPlx), and use ERPlx for research and reporting purposes.
- Obtain and analyze source documents.
- Assist in writing procedures using guidelines established by the International Organization for Standardization (ISO)
- Perform clerical duties as filing, typing and disbursing checks, date-stamping and distributing mail, etc.

### **REQUISITE SKILLS AND ABILITIES:**

- Computer skills (WORD, EXCEL, etc.) key-data and 10-key experience
- Currently enrolled in accounting curriculum or similar field
- Analytical abilities and communication skills
- Self-directed, able to take initiative and work independently
- Dependable, good attendance record

**WHO MAY APPLY:** Students participating in the CSUS University Enterprises, Inc. are eligible to apply. Applications will be screened and only the most qualified will be scheduled for interviews.

**HOW TO APPLY:** Applications may be submitted through University Enterprises, Inc. online at <http://www.enterprises.csus.edu/human-resources/ueijobs>.

DATE POSTED: 11/10/16

## **STUDENT ASSISTANT**

**JOB CONTROL #:** N/A

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 063-043-HORNET-XXX

**TENURE / TIME BASE:** TEMPORARY / INTERMITTENT

**SALARY:** \$10.00 - \$14.00 PER HOUR

**WORK SHIFT (DAYS AND HOURS):** MONDAY – FRIDAY, HOURS VARY WITH SCHOOL SCHEDULE

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, HUMAN RESOURCES, 560 EAST NATOMA STREET, FOLSOM, CA 95630

**DESCRIPTION OF DUTIES:** This position is located in CALPIA's central office which is located right off East Natoma Street in a wildlife area near Folsom Lake. There is free parking right outside the door.

Provides administrative support to the Examination, Classification & Pay, Certification and Transactions units as needed. Distributes correspondence, reports, and various other types of documents as deemed necessary; maintains and/or updates files and logs; Assists with the printing, sorting, and mailing of contact letters. Organizes, files, and purges various human resources documents for the different units in Human Resources.

Provides customer service, assists with the opening and distributing incoming mail. Acts as backup to the Human Resources receptionist. Responds to telephone inquiries regarding examinations and job opportunities. Performs support staff duties as required.

**REQUISITE SKILLS AND ABILITIES:** Excellent computer and proofreading skills, proficient at Excel and Word; communicate effectively; use tact, good judgment, and discretion; ability to multi-task; excellent customer service skills. Excellent attendance is a must.

**WHO MAY APPLY:** Students participating in the CSUS University Enterprises, Inc. are eligible to apply. Applications will be screened and only the most qualified will be scheduled for interviews.

**HOW TO APPLY:** Applications may be submitted through University Enterprises, Inc. online at <http://www.enterprises.csus.edu/human-resources/ueijobs>.

DATE POSTED: 11/10/16

## **STUDENT ASSISTANT**

**JOB CONTROL #:** N/A

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 063-053-HORNET-XXX

**TENURE / TIME BASE:** TEMPORARY / INTERMITTENT

**SALARY:** \$8.00 - \$14.00 PER HOUR

**WORK SHIFT (DAYS AND HOURS):** MONDAY – FRIDAY, HOURS VARY WITH SCHOOL SCHEDULE

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, MARKETING DIVISION, 560 EAST NATOMA STREET, FOLSOM, CA 95630

**DESCRIPTION OF DUTIES:** The California Prison Industry Authority is currently seeking a Student for the Marketing Services Branch. The Student Assistant works under the direction of the Manager, Promotions Unit. This position has the responsibility for assisting in developing materials for the promotion of Prison Industry Authority products and services; creates, organizes, and assists in the production of product catalogs and promotional materials; maintains the images on the online catalog; consults with other staff in the development of information or projects requiring graphic materials. This is an opportunity to work at CALPIA headquarters in Folsom.

**REQUISITE SKILLS AND ABILITIES:** Graphic design skills Macintosh platform. Knowledge of Adobe Creative suite including Photoshop, Illustrator, In Design. Microsoft Office including PowerPoint useful. Willing to assist in creative, productive environment. Ability to work in a team environment, as well as ability to work around inmates.

**WHO MAY APPLY:** Students participating in the CSUS University Enterprises, Inc. are eligible to apply. Applications will be screened and only the most qualified will be scheduled for interviews.

**HOW TO APPLY:** Applications may be submitted through University Enterprises, Inc. online at <http://www.enterprises.csus.edu/human-resources/ueijobs>.

DATE POSTED: 11/10/16

## **STUDENT ASSISTANT (AUTOCAD TRAINING ASSISTANT)**

**JOB CONTROL #:** N/A

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 063-061-HORNET-XXX

**TENURE / TIME BASE:** TEMPORARY / INTERMITTENT

**SALARY:** \$10.00 - \$14.00 PER HOUR

**WORK SHIFT (DAYS AND HOURS):** MONDAY – FRIDAY, HOURS VARY WITH SCHOOL SCHEDULE

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, JOINT VENTURE/FREE VENTURE/CTE, 560 EAST NATOMA STREET, FOLSOM, CA 95630

**DESCRIPTION OF DUTIES:** Assist the Autodesk Certified Instructor (ACI) and the CALPIA class supervisor in the training of Autodesk class curriculum for AutoCAD, Revit, and Inventor. More specifically will be able to provide general explanations of the course material under the direction of the ACI to the students in the class. Supports the ACI/Supervisor on daily assignments and/or projects to help keep students completing assignments on time. Assist the class by being able to answer questions, provide possible solutions and feedback to ACI, and supervisor. Prepping and supporting the daily lesson plan ahead of time and during regular instruction time. Continuously monitor all activity in the training center and immediately report anything out of the ordinary to ACI/Supervisor. Assist in general office work to include organizing, conducting inventories, and maintaining program materials and office supplies; answer phones; box and label documents for storage; distribute daily mail and perform support staff duties as required. Assist in the procurement process so that material can be ordered and received in a timely process. Trouble shoots and communicates with ACI/Supervisor and/or information systems on any computer related issues. Assist in general office work to include organizing, conducting inventories, and maintaining program materials and office supplies; answer phones; box and label documents for storage; distribute daily mail and perform support staff duties as required. Assist in the procurement process so that material can be ordered and received in a timely process. Trouble shoots and communicates with ACI/Supervisor and/or information systems on any computer related issues.

**WHO MAY APPLY:** Students participating in the CSUS University Enterprises, Inc. are eligible to apply. Applications will be screened and only the most qualified will be scheduled for interviews.

**HOW TO APPLY:** Applications may be submitted through University Enterprises, Inc. online at <http://www.enterprises.csus.edu/human-resources/ueijobs>

DATE POSTED: 11/10/16

## **TRAINING OFFICER I/ASSOCIATE GOVERNMENTAL PROGRAM ANALYST**

**JOB CONTROL #:** JC-44429

**FINAL FILING DATE:** DECEMBER 14, 2016

**POSITION #:** 063-760-5197/5393-001/002 (TWO POSITIONS)

**TENURE / TIME BASE:** LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

**SALARY:** \$4600 - \$5758

**WORK SHIFT (DAYS AND HOURS):** MONDAY – FRIDAY, 8:00 A.M.-5:00 P.M.

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE, 560 EAST NATOMA STREET, FOLSOM, CA 95630

**DESCRIPTION OF DUTIES:** Under the direction of the Staff Services Manager II, as Master Trainer of the Healthcare Facilities Maintenance (HFM) Program, presents and conducts on-boarding training. Provides training for the HFM institutional staff to continue training efforts. Plan, organize, conduct and evaluate operational custodial training program for the Healthcare Facilities Maintenance program. Supports continues training via consultation, program design, and direct conduct of training courses. Typical training programs will include training for trainers, blood borne pathogens, CalOSHA requirements, stripping and waxing floors, offender supervision, ISO policies, healthcare inspections, and comprehensive custodial training in a correctional environment. Develop HFM on-boarding training and development including presentations, materials, videos, assessment questions, and time lines to support custodian retention. Review training modules from private vendors and develop implementation plan and ongoing for the training. This position serves as the contact for training and logistics coordination within Operations. Training opportunities may be from external service providers (such as CalHR, American Training Videos, or International Sanitary Supply Association (ISSA)) or may include Department of Corrections or internal training. Will require frequent overnight travel to institutions throughout the state.

**REQUISITE SKILLS AND ABILITIES:** Master trainer, institutional and/or custodial experience or knowledge. Must be experienced in Microsoft Office programs (Word/Excel/Power Point/Access/Project), ability to multi-task; flexibility; self-motivating, excellent attendance; organizational skills; ability to set goals and work within timeframes. Good oral and written communication skills. Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job, without compromising their health and well-being or that of their fellow employees, or that of inmates and/or the protection of personal and real property. Demonstrated ability to address a broad range of assignments; many under tight deadlines. Excellent written and verbal communication skills. Journey level research and analysis skills.

**WHO MAY APPLY:** Persons currently in the classification with lateral transfer eligibility, reinstatement eligibility, list eligibility, and all other types of recruitment may be considered. SROA and Surplus applicants are encouraged to apply and must indicate SROA/Surplus eligibility on application.

**HOW TO APPLY/APPLICATION REQUIREMENTS:** For more information, refer to [www.jobs.ca.gov](http://www.jobs.ca.gov). Please submit an **EXAMINATION/EMPLOYMENT APPLICATION (STD. 678)** online or by mail to California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630.

Statement of Qualifications (SOQ) should be no longer than 2 pages, single-spaced. If you choose to include your resume with your application, it will not be considered a substitute for the SOQ, which is a required document.

**The SOQ should include responses to the following questions:**

1. What experience in training/curriculum/on-the-job training do you possess which you believe would make you successful in this position? Describe why you feel those are important.
2. Why did you apply for this position (what about it is of interest to you)?
3. When you are faced with challenges in the workplace due to a fast-paced environment, with quickly changing priorities, how do you remain calm and ensure your success?

Received applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 11/30/16



## **WAREHOUSE WORKER (CORRECTIONAL FACILITY)**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960**

**JOB CONTROL #:** JC-42756

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 096-410-6221-001

**TENURE / TIME BASE:** PERMANENT / FULL TIME

**SALARY:** \$3222 - \$3699

**WORK SHIFT (DAYS AND HOURS):** MONDAY – THURSDAY, 0530-1530

**LOCATION:** SAN QUENTIN STATE PRISON, WAREHOUSE, SAN QUENTIN, CA 94964

**DESCRIPTION OF DUTIES:** Assists in the training and counseling of inmate work crews. Assists in the planning and scheduling of labor and materials used in the receipt, storage, and shipping of various products. Prepares shipping documents and bill of lading prior to shipment of finished goods and raw materials. Receives and signs for incoming products and supplies, checking items against the packing slip and bill of lading. Operates fork lift trucks and other material handling equipment. Follows Injury Illness Prevention Program and adheres to warehouse related safety regulations. Assists in the issuance, transportation, and processing of sales orders and shipping documents for shipment of finished goods to customers. Assists in the selection and evaluation of inmates workers and insures proper discipline and security is maintained in the work area. Performs other custodial duties as required, which may include pat down searches, searching the premises for contraband, and other related activities. A valid Class C Driver's License is required.

**PER POST AND BID REQUIREMENTS (CALPIA EMPLOYEES ONLY):** Eligible employees at this institution must submit a Reassignment/Transfer Request form to the contact person listed by the final filing date. Eligible employees who submitted a Re-assignment/Transfer Request form during the open enrollment period may be considered.

**REQUISITE SKILLS AND ABILITIES:** Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

**WHO MAY APPLY:** Persons currently in the classification with lateral transfer eligibility, reinstatement eligibility, list eligibility, and all other types of recruitment may be considered. SROA and Surplus applicants are encouraged to apply and must indicate SROA/Surplus eligibility on application.

**HOW TO APPLY:** For more information, refer to [www.jobs.ca.gov](http://www.jobs.ca.gov). Please submit an **EXAMINATION/EMPLOYMENT APPLICATION (STD. 678)** online or by mail to California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630. Received applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 11/10/16

## CALIFORNIA PRISON INDUSTRY AUTHORITY, EXAMINATION(S)

Applications are being accepted for the following examination(s). Examination bulletins for all current CALPIA examinations are available at [www.calpia.ca.gov](http://www.calpia.ca.gov). Your State Application **must indicate** the "Exam Title" and "Exam Code" in order to be processed. ***Applications without this information may be subject to rejection.*** For questions regarding the following examination(s), please call (916) 358-2696.

### TYPE OF EXAMINATION: OPEN

### EXAM CODE

### FINAL FILING DATE:

There are no OPEN examinations at this time.

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### TYPE OF EXAMINATION: PROMOTIONAL

### EXAM CODE

### FINAL FILING DATE:

There are no PROMOTIONAL examinations at this time.

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### TYPE OF EXAMINATION: CEA

### EXAM CODE

### FINAL FILING DATE:

There are no CEA examinations at this time.

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The California Prison Industry Authority (CALPIA) is conducting **online** Training & Experience Assessments (examinations) for the following exams:

<u>TYPE OF EXAMINATION: OPEN ONLINE EXAM(S)</u>	<u>EXAM CODE</u>	<u>FINAL FILING DATE:</u>
Prison Industries Superintendent I (Agriculture)	6PIAG-01	Continuous
Prison Industries Superintendent II (Agriculture)	6PIAG-02	Continuous
Industrial Supervisor, Prison Industries (Bindery)	6PIBD-01	Continuous
Prison Industries Superintendent II (Bindery)	6PIBD-02	Continuous
Industrial Supervisor, Prison Industries (Crops Farm)	6PICR	Continuous
Industrial Supervisor, Prison Industries (Dairy)	6PIDA	Continuous
Industrial Supervisor, Prison Industries (Detergent Plant)	6PIDP-01	Continuous
Prison Industries Superintendent II (Detergent)	6PIDP-02	Continuous
Industrial Supervisor, Prison Industries (Fabric Products)	6PIFP-01	Continuous
Prison Industries Superintendent I (Fabric Products)	6PIFP-02	Continuous
Prison Industries Superintendent II (Fabric Products)	6PIFP-03	Continuous
Industrial Supervisor, Prison Industries (Food & Beverage Packaging)	6PIFG-01	Continuous
Prison Industries Superintendent I (Food & Beverage Packaging)	6PIFG-02	Continuous
Prison Industries Superintendent II (Food & Beverage Packaging)	6PIFG-03	Continuous
Industrial Supervisor, Prison Industries (Laundry)	6PILD-01	Continuous
Prison Industries Superintendent I (Laundry)	6PILD-02	Continuous
Prison Industries Superintendent II (Laundry)	6PILD-03	Continuous
Industrial Supervisor, Prison Industries (Maintenance and Repair)	6PIMR-01	Continuous
Prison Industries Superintendent II (Maintenance and Repair)	6PIMR-02	Continuous
Industrial Supervisor, Prison Industries (Metal Fabrication)	6PIMF-01	Continuous
Prison Industries Superintendent I (Metal Products)	6PIMF-02	Continuous
Prison Industries Superintendent II (Metal Products)	6PIMF-03	Continuous
Industrial Supervisor, Prison Industries (Optical Products)	6PIPT-01	Continuous
Prison Industries Superintendent I (Optical Products)	6PIPT-02	Continuous
Prison Industries Superintendent II (Optical Products)	6PIPT-03	Continuous
Industrial Supervisor, Prison Industries (Printing)	6PIPN-01	Continuous
Prison Industries Superintendent I (Printing)	6PIPN-02	Continuous
Prison Industries Superintendent II (Printing)	6PIPN-03	Continuous
Industrial Supervisor, Prison Industries (Shoe Manufacturing)	6PISM-01	Continuous
Prison Industries Superintendent II (Shoe Manufacturing)	6PISM-02	Continuous
Industrial Supervisor, Prison Industries (Tool and Die)	6PITD	Continuous

The California Prison Industry Authority (CALPIA) is conducting **online** Training & Experience Assessments (examinations) for the following exams:

<b><u>TYPE OF EXAMINATION: OPEN ONLINE EXAM(S)</u></b>	<b><u>EXAM CODE</u></b>	<b><u>FINAL FILING DATE:</u></b>
Industrial Supervisor, Prison Industries (Wood Products)	6PIWP-01	Continuous
Prison Industries Superintendent I (Wood Products)	6PIWP-02	Continuous
Prison Industries Superintendent II (Wood Products)	6PIWP-03	Continuous

The Application and Training and Experience Assessments can be obtained via the internet by connecting to: [CALPIA Exam Bulletins](#)

Applicants should be prepared to respond to questions regarding their ability to meet minimum qualifications, provide contact information, and take the Training & Experience Assessment. It is recommended that you make copies of your exam results and when applying for a vacancy, attach a copy to your application. Once your assessment is completed please go to [www.jobs.ca.gov](http://www.jobs.ca.gov) to create your CALCAREERS profile and apply to any available vacancies. Please use "Prison Industry Authority" as your search term under departments.

**CALIFORNIA PRISON INDUSTRY AUTHORITY  
CONTINUOUS FILING EXAMINATION(S)**

Applications are currently being accepted on a continuous basis for the following Open exams:

<b><u>RECRUITMENT TITLE</u></b>	<b><u>EXAM CODE</u></b>
Industrial Supervisor, Prison Industries (Bakery)	5PIBP01
Prison Industries Superintendent II (Bakery)	5PIBP02
Industrial Supervisor, Prison Industries (Dental Laboratory)	5PIDN01
Prison Industries Superintendent II (Dental Laboratory)	5PIDN02
Industrial Supervisor, Prison Industries (Mattress & Bedding)	5PIMB01
Prison Industries Superintendent II (Mattress & Bedding)	5PIMB02
Industrial Supervisor, Prison Industries (Poultry Processing )	6PIPP01
Prison Industries Superintendent II (Poultry Processing)	6PIPP03
Industrial Supervisor, Prison Industries (Sausage Making/Cured Meats)	5PISC

## **CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION EXAMINATION(S)**

The California Prison Industry Authority is participating in the examination(s) listed below which are administered by the California Department of Corrections and Rehabilitation. Examination bulletins for the examinations are available at [www.cdcr.ca.gov](http://www.cdcr.ca.gov). Applications must be postmarked by the final filing date indicated. All interested applicants, please mail your Standard State application (Form 678) to the address listed on the examination bulletin.

***PLEASE DO NOT SEND YOUR APPLICATION(S) TO THE CALIFORNIA PRISON INDUSTRY AUTHORITY***

### **TYPE OF EXAMINATION: PROMOTIONAL**

### **FINAL FILING DATE**

There are no PROMOTIONAL examinations at this time

## **CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR) EXAMINATIONS**

Examinations listed below are administered by CALHR. Examination bulletins are available at [www.calpia.ca.gov](http://www.calpia.ca.gov). Some examinations are time sensitive and filing dates are provided. Interested applicants must follow the instructions provided on the examination bulletin.

Accountant I (Specialist)  
Accountant Trainee  
Accounting Administrator I, Specialist  
Accounting Administrator I, Supervisor  
Accounting Administrator II  
Accounting Administrator III  
Accounting Analyst  
Accounting Officer (Specialist)  
Accounting Technician  
Administrative Assistant I  
Associate Accounting Analyst  
Associate Administrative Analyst (Accounting Systems)  
Associate Governmental Program Analyst  
Business Service Officer I (Specialist)  
Data Processing Manager I  
Data Processing Manager II  
Executive Secretary II  
Legal Secretary  
Management Services Technician  
Office Assistant (General)  
Office Assistant (Typing)  
Office Technician (General)  
Office Technician (Typing)  
Senior Accounting Officer (Specialist)  
Staff Services Analyst  
Staff Services Manager I  
Staff Services Manager II  
Staff Services Manager III  
Warehouse Worker



## **CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES (CCHCS) EXAMINATION(S)**

The California Correctional Health Care Services (CCHCS) is conducting Training & Experience Assessments (examinations) on behalf of the California Prison Industry Authority (CALPIA) for the following exams:

### **TYPE OF EXAMINATION: OPEN**

Custodian (Correctional Facility)  
Lead Custodian (Correctional Facility)  
Custodian Supervisor II (Correctional Facility)  
Custodian Supervisor III (Correctional Facility)

### **FINAL FILING DATE**

Continuous  
Continuous  
Continuous  
Continuous

The Application and Training and Experience Assessments can be obtained via the internet by connecting to: [CCHCS Custodial Exams](#)

Applicants should be prepared to respond to questions regarding their ability to meet minimum qualifications, provide contact information, and take the Training & Experience Assessment. It is recommended that you make copies of your exam results and when applying for a vacancy, attach a copy to your application. Once your assessment is completed please go to [www.jobs.ca.gov](http://www.jobs.ca.gov) to create your CALCAREERS profile and apply to any available vacancies. Please use "Prison Industry Authority" as your search term under departments.

**\*\*APPLY ON-LINE WITH THE CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES\*\***